

POLK COUNTY BOARD OF COMMISSIONERS

DATE: February 7, 2024
TIME: 9:00 a.m.
PLACE: Polk County Courthouse, Dallas, Oregon

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

PAGE: **AGENDA ITEMS**

1. **CALL TO ORDER AND NOTE OF ATTENDANCE**
2. **ANNOUNCEMENTS**
 - (a) Regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. Each meeting is held in the Courthouse 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 may consider and take action on subjects that are not listed on the agenda. The Board also holds a department staff meeting at 9:00am on every Monday in the Commissioners Conference Room at 850 Main Street, Dallas, Oregon.
 - (b) The Homeless Prevention Advisory Council (AKA P.A.T.H.S) meeting on February 14, 2024 has been cancelled.
 - (c) The Tuesday, February 13th & Wednesday, February 14th BOC meetings have been cancelled.
3. **COMMENTS (for items not on this agenda and limited to 3 minutes)**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF THE MINUTES FROM January 31, 2024**
6. **RECLASSIFICATION OF AN EMPLOYEE – Matt Hawkins**
7. **POLK COUNTY RESOLUTION NO. 24-02 – Greg Hansen**

CONSENT CALENDAR

N/A

**THE BOARD OF COMMISSIONERS WILL MEET IN EXECUTIVE SESSION
PURSUANT TO ORS 192.660.**

ADJOURNMENT

POLK COUNTY BOARD OF COMMISSIONERS
MINUTES January 31, 2024

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 Mordhorst and Commissioner Gordon 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. Each meeting is held in the Courthouse 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 principle 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. 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, Dallas, Oregon.

The Polk County Board of Commissioners will be attending the Polk County Local Public Safety Coordinating Council meeting on February 5, 2024 at 12:00 p.m., located at 850 Main St., Dallas, OR 97338.

The Compensation Committee will be meeting on February 6, 2024 at 9:30 am, in the main conference room in the Polk County Courthouse located at 850 Main Street., Dallas, OR 97338.

The Homeless Prevention Advisory Council (AKA P.A.T.H.S) will be meeting on February 14, 2024 from 12:00 pm to 2:00 pm located at 1407 Monmouth Independence Hwy, Monmouth, Oregon 97361.

3. COMMENTS

Jeff Havlin provided a public comment to the Board and wanted to share a stack of emails that he has received from someone named Micky Garus and is asking if the Commissioners can address these accusations. Commissioner Pope stated that because most of these items are currently in litigation that they cannot discuss these items. Mr. Havlin just wanted to address these issues as a concerned citizen of Polk County. Commissioner Gordon stated that he would be happy to meet with Mr. Havlin anytime to discuss the funding that is coming from the State.

Ted Campbell wanted to provide a public comment to the Board and wanted to know if the County will ask the treasurer to pay back the legal fees if he loses this case.

Micky Garus provided public comment to the Board about the lawsuit with the Polk County Treasurer. Mr. Garus stated that he thinks the timing in passing Ordinance No. 24-01 is interesting and he read aloud a line from that ordinance that he thinks is an admission that they messed up. Mr. Garus also provided his opinions on why he feels this is wrong. Mr. Garus asked why did the Commissioners pass this under an emergency clause instead of having a public hearing. Mr. Garus stated that he is not interested in the annual audit, but he wants a forensic audit and would like a different company to complete this forensic audit.

Chip North provided a comment to the Board and stated that he supports the 1st Amendment and he supports Mr. Garus's right to provide those comments.

Steven Pickering provided a public comment that he agrees with what Mr. Garus's public comment. Mr. Pickering wanted to address that member of this current Commission body could have stopped the Church at the Park trying to build in Dallas and he feels they should have done a better job at stopping this from coming to the City of Dallas. Mr. Pickering also wanted to talk about the emergency clause in Ordinance No. 24-01 and he gets the feeling that they are trying to cover up previous criminal activities and he wants the current elected treasurer to be reinstated to the correct job he is entitled to having.

Pat Wildman stated that as she understands that the Governor has put the task of the homeless shelter onto Polk County and she feels that the Commissioners are doing a good job and that she believes they did not ask for all of this.

4. APPROVAL OF AGENDA

MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER GORDON SECONDED, TO APPROVE THE AGENDA.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

5. APPROVAL OF MINUTES OF BOARD MEETING OF January 24, 2024

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE THE MINUTES OF January 24, 2024.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

6. APPROVAL OF CONSENT CALENDAR

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

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

7. PRESENTATION OF THE 6/30/2023 POLK COUNTY AUDIT

Brad Bingenheimer & Kathy Wilson from SingerLewak presented the 6/30/2023 Audit for FY 2022-20223. Mr. Bingenheimer stated that the report they have issued is what they consider an unmodified report and then explained what that means. Mr. Bingenheimer then gave a breakdown of the audit for the Commissioners and staff. Next, Mrs. Wilson talked about the Federal Compliance Report and gave a breakdown of that report for the Commissioners and staff. Commissioner Gordon stated that their budget committee recently approved a separate fund for PERs and wanted to know if they have been seeing anything similar be set up in other Counties. Mr. Bingenheimer stated that yes, they have and then provided some examples. Commissioner Pope wanted to ask Mrs. Wilson about the anomaly she was referring to about the ARPA dollars and how often she has seen that happen. Mrs. Wilson answered his question. Mr. Bingenheimer also provided his input on Commissioner Pope's question. Commissioner Gordon wanted to give kudos to our finance office and to Greg Hansen. Mrs. Wilson also wanted to say that Katlyn D'Agostini and her team were very cooperative and aided in the success of this audit.

MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST SECONDED, TO APPROVE AND ADOPT THE 6/30/2023 POLK COUNTY AUDIT.

MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.

8. POLK COUNTY BEHAVIORAL HEALTH UPDATE

Noelle Carroll, Health Services Director, provided a department update for the Behavioral Department. Her update went over CFAA Contract updates, Program Development, Crisis Expansion, Academy Building Moves and Legislative Areas of Interest. Commissioner Gordon wanted to state that Jennifer Lief's relationship with local law enforcement has been great to ensure that help with the Crisis Expansion. Ms. Carroll talked more in depth about what their plans are for the Academy Building and which offices they are planning to move around. Ms. Carroll went over two items they are keeping their eyes on during the current legislative session and those items are Community Restoration and LC 115: Strengthening Behavioral Health Service Delivery. Commissioner Mordhorst asked how she was doing with her staffing levels. Ms. Carroll stated that they have been doing better than most other counties until recently. She stated that it is getting more difficult to retain staff due to other entities enticing people to leave Polk County to go work somewhere else. Ms. Carroll stated that what is worrying her the most is the lack of current staff's willingness to move into a leadership role and it's almost impossible to hire someone who already has that experience. Ms. Carroll then talked about how she is trying to get over those barriers and solve those problems. Commissioner Mordhorst asked about the BHRN models and Ms. Carroll answered his question.

9. POLK COUNTY PUBLIC HEALTH UPDATE

Commissioner Pope stated that due to technical difficulties with the TV monitors in the main conference room, this item will be rescheduled to a future date.

The following items were approved by Motion under **5. APPROVAL OF CONSENT CALENDAR:**

- (a) **MWACT Appointment Letter of Support for Chris Patoine.
(Board of Commissioners)**
- (b) **Polk County Contract No. 24-18, Sable House
(Jodi Merritt, Community Corrections)**
- (c) **Polk County Right of Way Dedication, Babbitt
(Todd Whitaker, Public Works Director)**
- (d) **Polk County Contract No. 24-19 (Amendment 5 to 23-109), Oregon Health
Authority
(Rosana Warren, Public Health)**

At 9:58 a.m. County Counsel announced that the meeting was recessed to Executive Session pursuant to ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

The executive session ended and Commissioner Pope directed staff to proceed as directed and adjourned the meeting at 10:54 a.m.

POLK COUNTY BOARD OF COMMISSIONERS

Craig Pope, Chair

Jeremy Gordon, Commissioner

Lyle Mordhorst, Commissioner

Minutes: Nicole Pineda
Approved: February 7, 2024



MEMORANDUM

TO: Board of Commissioners
FROM: Matt Hawkins, Admin. Services Director
DATE: February 1, 2024
SUBJECT: Reclassification of an Environmental Health Specialist Trainee

Wednesday – February 7, 2024 (5 minutes)

RECOMMENDATION:

The Board of Commissioners approve the reclassification of an Environmental Health Specialist Trainee.

ISSUE:

Shall the Board approve the reclassifications?

DISCUSSION:

It is recommended that Justine Bova be reclassified from an Environmental Health Specialist Trainee to an Environmental Health Specialist. Justine passed her test to become a Register Environmental Health Specialist (REHS) several months ago and has finally received her official certification as an REHS. Justine has also been performing at a high standard and met all requirements for this reclassification.

Justin is currently at step 2 of the Environmental Health Specialist Trainee position which is \$3,997. If the reclassification is approved she will move to step 1 of the Environmental Health Specialist position which is \$4,431.

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

FISCAL IMPACT:

This reclassification will have an impact on the budget for FY 23-24 of approximately \$7,000 including PERS contribution should it be for 12 months.

**BEFORE THE BOARD OF COMMISSIONERS
FOR POLK COUNTY, OREGON**

In the matter of Increasing Appropriations within
the General Fund, and)
)
Increasing Appropriations in the Public Works)
Fund, Management Services Fund, and)
)
Increasing Revenues and Appropriations in the)
County School Fund, and)
)
All adjustments relate to the 2023-2024)
Fiscal Year)

RESOLUTION NO. 24-02

WHEREAS, the above matter came before the Polk County Board of Commissioners in regular session on 7th day of February, 2024; and

WHEREAS, the General Fund of Polk County incurred unexpected personal and materials and supplies expenses in Assessment, unanticipated personal services and materials and supplies expenses in the Sheriff – Criminal, unanticipated materials and supplies expenses in the Sherriff – Jail, unanticipated materials and supplies in Emergency Management, unexpected improvement expenses in Parks Management; and

WHEREAS, the Public Works Fund incurred unexpected costs in two divisions (Administration and Engineering) which require an increase in appropriations and a corresponding reduction in Contingency, and

WHEREAS, the County School Fund requires an increase in both appropriations and revenue due to additional monies received.

WHEREAS, the Management Services Fund had additional expenditures in Personnel resulting in a corresponding decrease in Equipment Replacement Reserve to balance the budget.

WHEREAS, ORS 294.450 (1)(3) provides the authority for transfer of appropriations within a given fund or from the General Fund to any other fund when authorized by official resolution of the governing body; and ORS 294.326 (3) provides authority for the expenditure of grants, gifts, bequests or devises transferred to a municipal corporation in trust for specific purposes after the enactment of a resolution authorizing the expenditure; and ORS 294.470 (4) provides the authority to increase appropriations in an internal service fund; now, therefore,

IT IS HEREBY RESOLVED that the Board of Commissioners, County of Polk, adopt this

resolution in full in the amounts shown below:

GENERAL FUND (100)	
<u>Total Requirements</u>	<u>\$ 32,417,500</u>
Assessment (210) Increase from \$1,818,875 to 1,893,875	75,000
Sheriff - Criminal (430) Increase from \$7,069,549 to \$7,169,549	100,000
Sheriff – Jail (435) Increase from \$7,267,333 to 7,467,333	200,000
Emergency Management (440) Increase from \$608,355 to \$708,355	100,000
Parks Maintenance (750) Increase from \$1,094,346 to \$1,694,346	600,000
Fund Operating Contingency Decrease from \$3,682,119 to \$2,607,119	(1,075,000)
TOTAL ADJUSTED REQUIREMENTS	<u>\$ 32,417,500</u>

PUBLIC WORKS FUND (210)	
<u>Total Requirements</u>	<u>\$ 16,914,000</u>
Public Works - Administration (610) Increase from \$1,106,637 to \$1,206,637	100,000
Public Works – Engineering (650) Increase from \$487,492 to \$537,492	50,000
Fund Operating Contingency (610) Decrease from \$4,312,883 to \$4,162,883	(150,000)
TOTAL ADJUSTED REQUIREMENTS	<u>\$ 16,914,000</u>

COUNTY SCHOOL FUND (270)	
<u>Total Requirements</u>	<u>\$ 175,000</u>

County School Fund (270)	
Increase from \$175,000 to \$192,500	17,500
TOTAL ADJUSTED REQUIREMENTS	<u>\$ 192,500</u>

MANAGEMENT SERVICES FUND (610)

<u>Total Requirements</u>	<u>\$ 8,415,000</u>
Personnel (855)	
Increase from \$542,497 to \$642,497	100,000
Special Projects (195)	
Decrease from \$552,436 to \$452,436	(100,000)
TOTAL ADJUSTED REQUIREMENTS	<u>\$ 8,415,000</u>

Dated this 7th day of February, 2024 at Dallas, Oregon.

POLK COUNTY BOARD OF COMMISSIONERS

Craig Pope, Chair

Jeremy Gordon, Commissioner

Lyle Mordhorst, Commissioner

Approved as to Form:

Morgan Smith, County Counsel