

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES April 24, 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.

**3. COMMENTS**

None.

**4. APPROVAL OF AGENDA**

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

**MOTION PASSED BY VOTE OF THE QUORUM.**

**5. APPROVAL OF CONSENT CALENDAR**

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

**MOTION PASSED BY VOTE OF THE QUORUM.**

**6. SALEM HOSPITAL UNIT COUNCIL CHECK PRESENTATION TO POLK COUNTY WARMING CENTERS**

Jessica Thomas and Mallery Gould from Salem Hospital presented a check to the Family & Community Outreach Department. They are a unit within the hospital that annually makes a donation to a local non-profit. This year they decided the warming center.

County staff provided an update on the warming center program. Approximately 350 different individuals were served by the County's warming shelters from November through March. The same program is beginning a safe showing program at a church in Monmouth, which is currently serving around 5 individuals a day.

**7. LETTER TO OHA & CONTRACT NO. 24-36**

Greg Hansen, Administrative Officer, presented background information on the contract and discussed ongoing issues with the State of Oregon and OHA surrounding liability.

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO SIGN THE CONTRACT AND SIGN AND SEND THE LETTER.**

**MOTION PASSED BY VOTE OF THE QUORUM.**

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

- (a) **Emergency Operations Plan (EOP) Letter  
(Dean Bender, Emergency Management)**
- (b) **Job Description for GIS Technician I and Salary Range  
(Matt Hawkins, Administrative Services)**

There no need for an executive session and Commissioner Pope adjourned the meeting at 9:11 a.m.

**POLK COUNTY BOARD OF COMMISSIONERS**

  
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Craig Pope, Chair

  
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Jeremy Gordon, Commissioner

  
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Lyle Mordhorst, Commissioner