

**POLK COUNTY BOARD OF COMMISSIONERS**

**DATE:** October 9, 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.
- 3. COMMENTS (for items not on this agenda and limited to 3 minutes)**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF THE MINUTES FROM October 2, 2024**
- 6. LENGTH OF SERVICE AWARDS – Matt Hawkins**
  - Colette Adelman, 10 years of service
- 7. RECLASSIFICATION OF AN EMPLOYEE – Matt Hawkins**

**CONSENT CALENDAR**

n/a

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

**ADJOURNMENT**

POLK COUNTY PUBLIC MEETINGS AND PUBLIC HEARINGS  
GUIDELINE FOR CITIZENS

\*\*\*\*\*

REGULAR MEETING AGENDA

Regular meetings of the Polk County Board of Commissioners convene at 9 a.m. each Wednesday morning. Any person wishing to bring a matter before the Board at one of these meetings may do so by mailing or delivering written notice, concisely describing the nature of the item, to the Board of Commissioners, Polk County Courthouse, Dallas, Oregon 97338, by noon on the preceding Thursday. Unless otherwise announced, meetings are held in the Main Conference Room of the Courthouse.

\*\*\*\*\*

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.

\*\*\*\*\*

PUBLIC HEARING FORMAT  
Land Use

1. Chairman opens hearing.
  - a. Reading of hearing request or appeal statement.
  - b. Call for abstentions (ex parte contact or conflict of interest).
2. County staff presents background, summary and its recommendation (20-minute limit).
3. Applicant (Appellant) presents his/her case (15-minute limit).
4. Public testimony. Note that all testimony and evidence must be directed toward the applicable factual and legal criteria as identified in the record and/or during this hearing. Do not repeat previous testimony. Simply note for the record that you are in agreement with that earlier testimony. Your time to present testimony is limited. FAILURE TO RAISE AN ISSUE IN THIS HEARING, IN PERSON OR BY LETTER, OR FAILURE TO PROVIDE ADEQUATE SPECIFICITY TO AFFORD THE BOARD AN OPPORTUNITY TO RESPOND TO THE ISSUE MAY PRECLUDE LATER APPEAL TO LUBA ON THAT ISSUE.
  - a. Individuals in favor of the application or appeal.
  - b. Individuals against the application or appeal. At the discretion of the Chairman, an attorney, consultant, or other designated representative of two or more individuals may be allowed the combined time for each represented individual who does not speak, not to exceed 20 minutes. The Chairman may require proof of designation.
5. Rebuttal by Applicant (Appellant) (10-minute limit).
6. Questions from Board (discussion limited to individuals questioned by the Board).
  - a. Staff.
  - b. Applicant (Appellant).
  - c. Individuals testifying.
7. Chairman closes hearing and announces closing of Record.
8. Chairman announces date for deliberation and decision.
9. The Board's decision is deemed the final decision of Polk County. It may be appealed to LUBA within 21 days of its issuance in written form. The address and phone number of LUBA may be obtained from the Polk County Community Development Department and will also appear on the Notice of Decision which will be mailed to all persons who testify, submit comments, or print their name and address on the hearing attendance sheet at the back of the hearing room.

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES October 2, 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 was present and Commissioner Gordon was absent.

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**

**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 MINUTES OF September 25, 2024**

**MOTION: COMMISSIONER MORDHORST MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE MINUTES OF September 25, 2024.**

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

**6. APPROVAL OF CONSENT CALENDAR**

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

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

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

- a) Polk County Contract No. 24-159, City of Falls City  
(Kim Williams, County Clerk)
- b) Polk County Contract No. 24-160, City of Independence  
(Kim Williams, County Clerk)
- c) Polk County Contract No. 24-161, Roth I.G.A Foodliner, INC  
(Kim Williams, County Clerk)
- d) Polk County Contract No. 24-162, Oregon Health Authority  
(Rosana Warren, Public Health)
- e) Polk County Contract No. 24-163(Amendment 10 to 23-109), Oregon Health Authority  
(Rosana Warren, Public Health)
- f) Polk County Contract No. 24-164 (Amendment 11 to 23-109), Oregon Health Authority  
(Rosana Warren, Public Health)

At 9:02 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 at 9:15 a.m. and Commissioner Pope directed Staff to move forward as discussed and adjourned the meeting.

#### **POLK COUNTY BOARD OF COMMISSIONERS**

---

Craig Pope, Chair

---

Jeremy Gordon, Commissioner

---

Lyle Mordhorst, Commissioner



## HUMAN RESOURCES

POLK COUNTY COURTHOUSE ★ DALLAS, OREGON 97338-3174  
(503) 623-1888 ★ FAX (503) 623-1889

### MEMORANDUM

**TO:** Board of Commissioners  
**FROM:** Matt Hawkins, Admin. Services Director  
**DATE:** October 3, 2024  
**SUBJECT:** Reclassification of a Health Services Supervisor II

**Wednesday – October 9, 2024 (5 minutes)**

#### **RECOMMENDATION:**

The Board of Commissioners approve the reclassification of a Health Services Supervisor II.

#### **ISSUE:**

Shall the Board approve the reclassifications?

#### **DISCUSSION:**

It is recommended that Colette Adelman in Health Services be reclassified from a Health Services Supervisor II to a Health Services Supervisor IV. Collette has had to take on the supervision of other supervisors with past departures of employees. Specifically, she has had to fill in a void for technical assistance and guidance with our electronic health records system (Credible), while continuing to supervisor her original department in business optimization. Colette is now being given the task of working with Behavioral Health supervisors on their own daily tasks and scheduling. Due to these reasons Colette's new duties fall in line with the Health Service Supervisor IV job description.

Colette is currently at step 7 of the Health Services Supervisor II position which is \$7,229 monthly. If the reclassification is approved, she will move to step 5 of the Health Services Supervisor IV position which is \$7,709.

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

#### **FISCAL IMPACT:**

This reclassification will have an impact on the budget for FY 24-25 of approximately \$7,500 including PERS contribution should it be for 12 months.