

POLK COUNTY BOARD OF COMMISSIONERS
MINUTES September 3, 2025

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:

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 Grand Ronde Sanitary District Board is meeting on September 17, 2025 at 9:15 a.m. The meeting will take place in the Polk County Courthouse, 850 Main Street, Dallas, OR, 97338.

3. COMMENTS

None.

4. APPROVAL OF AGENDA

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

**ALL VOTED YES.
MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.**

5. APPROVAL OF MINUTES OF August 20, 2025

**MOTION: COMMISSIONER GORDON MOVED, COMMISSIONER MORDHORST
SECONDED, TO APPROVE THE MINUTES OF August 27, 2025.**

**ALL VOTED YES.
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.**

**ALL VOTED YES.
MOTION PASSED BY UNANIMOUS VOTE OF THE BOARD.**

7. RECLASSIFICATION OF TWO EMPLOYEES

Matt Hawkins, Admin Services Director, is requesting the reclassification of two employees to the Health Services Supervisor IV position. Should the reclassification be approved, it would be effective September 1, 2025 and would have an approximate impact to the FY2-26 budget of \$15,000.

APPROVED BY CONSENSUS OF THE BOARD.

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

- a) Polk County Contract No. 25-155, Oregon Health Authority
(Rosana Warren, Public Health)
- b) Polk County Contract No. 25-157, State of Oregon Department of Corrections
(Jodi Merritt, Community Corrections Director)
- c) Polk County Contract No. 25-159, Marion County
(Rosana Warren, Behavioral Health)
- d) Polk County Contract No. 25-160, Polk County Deputy District Attorneys
(Matt Hawkins, Admin Services Director)

There no need for an executive session and Commissioner Pope adjourned the meeting at 9:04 a.m.

POLK COUNTY BOARD OF COMMISSIONERS



Craig Pope, Chair



Jeremy Gordon, Commissioner



Lyle Mordhorst, Commissioner