

POLK COUNTY BOARD OF COMMISSIONERS

DATE: September 10, 2025
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 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 (for items not on this agenda and limited to 3 minutes. We encourage all community members to engage with public comments to the Board of Commissioners. However, out of respect for our audience and a general sense of decorum please refrain from vulgar, threatening or inappropriate language.)**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF THE MINUTES FROM September 3, 2025**
- 6. APPROVAL OF CONSENT CALENDAR**
- 7. LENGTH OF SERVICE AWARDS – Matt Hawkins**
 - Austin McGuigan, 25 years of service
 - Chris Younger, 10 years of service
 - Jennifer Arel, 10 years of service
- 8. TRANSITIONAL HOUSING DISCUSSION – Greg Hansen**
- 9. MARION COUNTY LETTER OF SUPPORT REQUEST – Morgan Smith**

CONSENT CALENDAR

- a) New Job Specification & Wage, Division Coordinator
(Matt Hawkins, Admin Services Director)
- b) New Job Specification & Wage, ACT Nurse
(Matt Hawkins, Admin Services Director)

**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 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



OREGON STATE SHERIFFS' ASSOCIATION

PO Box 7468, Salem, OR 97303 | 503.364.4204 | www.oregonsheriffs.org

August 27, 2025

Steve Elzinga
Of Attorneys for Marion County
PO Box 14500
Salem, Oregon 97309

Attorney General Dan Rayfield
Oregon Department of Justice
1162 Court St. NE
Salem, OR 97301-4096

The Honorable Pam Bondi
Attorney General, U.S. Department of Justice
950 Pennsylvania Avenue, NW
Washington, DC 20530

Dear Mr. Elzinga, Oregon Attorney General Dan Rayfield and United States Attorney General Pam Bondi,

The Oregon State Sheriffs' Association (OSSA) is aware of the Declaratory Judgment Complaint recently filed by Marion County (*Marion County v. Kotek, et al*, 6:25-cv-01464-MC) seeking clarification of their legal obligations in light of the apparent conflicts between the Oregon Sanctuary Promise Act, Oregon Public Records Act, and federal law. We agree that there is a good deal of uncertainty in how these state and federal laws apply to local governments and Sheriff's Offices in the State of Oregon, including those situations where a Sheriff's Office or local government is served with an administrative subpoena pursuant to 8 USC §1225.

We recognize that a declaratory judgment action is intended to declare the rights of the parties, but OSSA respectfully encourages the parties to ask Judge McShane to issue a detailed opinion that provides the type of clarity that will help **all** local governments in Oregon ensure they are properly following federal, state, and local laws.

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OREGON STATE SHERIFFS' ASSOCIATION

PO Box 7468, Salem, OR 97303 | 503.364.4204 | www.oregonsheriffs.org

Regards,

Oregon State Sheriffs' Association Members:

Nick Hunter, Marion County Sheriff

James Burgett, Sherman County Sheriff

Shane Mitchell, Klamath County Sheriff

John Ward, Curry County Sheriff

John Bowles, Morrow County Sheriff

Mark Garton, Polk County Sheriff

Dave Daniel, Josephine County Sheriff

Josh Brown, Tillamook County Sheriff

John Hanlin, Douglas County Sheriff

Gary Bettencourt, Gilliam County Sheriff

Gabriel Fabrizio, Coos County Sheriff

John Gautney, Crook County Sheriff

Matt English, Hood River County Sheriff

Matt Phillips, Clatsop County Sheriff

Dan Jenkins, Harney County Sheriff

Ryan Moody, Wallowa County Sheriff

Angela Brandenburg, Clackamas County Sheriff

Lane Magill, Wasco County Sheriff

Travis Johnson, Malheur County Sheriff

Jef Van Arsdall, Benton County Sheriff

Jason Pollock, Jefferson County Sheriff

Travis Ash, Baker County Sheriff

Adam Shanks, Lincoln County Sheriff

Brian Pixley, Columbia County Sheriff

Terry Rowan, Umatilla County Sheriff

Jeremiah Holmes, Wheeler County Sheriff

Sam Elliot, Yamhill County Sheriff

Michelle Duncan, Linn County Sheriff

Nathan Sickler, Jackson County Sheriff

Todd McKinley, Grant County Sheriff

Cody Bowen, Union County Sheriff

Carl Wilkerson, Lane County Sheriff

Daniel Tague, Lake County Sheriff

Ty Rupert, Deschutes County Sheriff

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

HUMAN RESOURCES

MEMORANDUM

TO: Board of Commissioners
FROM: Matt Hawkins, Administrative Services Director
DATE: September 4, 2025
SUBJECT: New Job Specification and Wage

Wednesday – September 10, 2025 (Consent)

RECOMMENDATION:

The Board of Commissioners approve the new job specification and wage.

ISSUE:

Shall the Board approve this new job specification and wage?

DISCUSSION:

It is recommended that the Board of Commissioners adopt a new job specification for a Division Coordinator in the Behavioral Health Department. Due to some administrative changes within Health Services and Behavioral Health, this position is being created to address programmatic needs and specifically to support Division Managers with ensuring that program activities are completed and meeting program requirements.

The salary range for the Division Coordinator will be (40G) \$5,796 - \$7,336.

FISCAL IMPACT:

No fiscal impact for FY 25-26.



POLK COUNTY CLASS SPECIFICATION **DIVISION COORDINATOR**

Class Spec. Number: 636
Representation: AFSCME
FLSA Status: Non-Exempt
Salary Range: 40G

SUMMARY

This role supports Division Management in daily operations, monitoring compliance with state and agency standards, coordinating referrals, assisting with operational needs, and ensuring timely and effective service delivery. Responsibilities are designed to ensure that the day-to-day activities of the Division are met in a consistent and professional manner.

ESSENTIAL DUTIES & RESPONSIBILITIES

SUPERVISION RECEIVED: Works under the supervision of a Division Manager or designee, as directed by the HS Director.

SUPERVISION EXERCISED: Supervision of other employees is not a normal responsibility of this class specification. May direct the work of others as this position is expected to function in a leadership role.

PRINCIPAL DUTIES: An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

- Ensure daily program activities are completed according to program requirements by monitoring timelines and expected outcomes.
- Support the Division Manager in monitoring compliance with state and agency requirements, including program and fidelity plan outcomes.
- Coordinate and manage referrals for assigned program areas.
- Assist the Operations Manager with non-clinical operational needs and serve as backup in their absence.
- Monitor service delivery timelines, coordinate access to client care, and oversee service levels.
- Coordinate and monitor service providers to ensure quality and compliance.
- Oversee day-to-day compliance requirements for assigned service/program areas.
- Maintain up-to-date knowledge of fidelity requirements, CFAA Service Element Descriptions, OAR, and service delivery expectations.
- Monitor team performance, complete monthly reviews, and report outcomes.
- Collaborate with Team Supervisors and Business Analyst representatives to resolve issues and achieve team goals.
- Draft job aids to improve efficiency and support teams and providers.
- Collect, compile, and analyze statistical data; develop technical, statistical, and summary reports; update and verify databases.
- Review and update forms, formats, and work methods to increase operational efficiency.
- Track department issues and verify resolution of action items.
- Prepare information to support administrative decisions and policy revisions.

- Interpret and explain County/ Department/ Division and department rules and regulations.
- Compose and process correspondence, legal documents, information packets, and other communications requiring departmental knowledge.
- Perform other duties as assigned to meet business needs.

Knowledge of:

- County organization, operations, policies and procedures.
- Applicable state and federal rules, codes, and regulations for area of assignment.
- Standard and specialized computer software applications.

Skill in:

- Assessing and prioritizing multiple tasks, projects, and demands, and coordinating the work of others.
- Compiling and analyzing operational data, preparing reports, and maintaining accurate records.
- Understanding and applying applicable rules and regulations, and County policies and procedures.
- Providing effective customer service, and dealing tactfully and courteously with clients.
- Entering data and information into a computer system with speed and accuracy.
- Establishing and maintaining cooperative working relationships with co-workers
- Communicating effectively verbally and in writing.

Ability to:

- Demonstrate courteous behavior when interacting with visitors and County staff.
- Promote County goals and priorities, and comply with all policies and procedures.

Minimum Qualifications

Associate's degree in Business or Public Administration or a related field; AND four (4) years of administrative support and records management experience that includes one year of lead or supervisory experience; OR any equivalent combination of training, education, and experience that provides the required skills and knowledge to perform the essential functions of the job.



HUMAN RESOURCES

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

MEMORANDUM

TO: Board of Commissioners
FROM: Matt Hawkins, Administrative Services Director
DATE: September 4, 2025
SUBJECT: New Job Specification and Wage

Wednesday – September 10, 2025 (Consent)

RECOMMENDATION:

The Board of Commissioners approve the new job specification and wage.

ISSUE:

Shall the Board approve this new job specification and wage?

DISCUSSION:

It is recommended that the Board of Commissioners adopt a new job specification for an ACT Nurse in the Behavioral Health Department. In the past the Assertive Community Treatment (ACT) team has had a Licensed Practical Nurse (LPN) assigned as a team member. Through needed changes we are now needing to recruit for an LPN who can also be credentialed as a Qualified Mental Health Associate (QMHA). This new job specification captures the needs of the program and necessary qualifications for this position moving forward.

The salary range for the ACT Nurse will be (39C) \$5,153 - \$6,521.

FISCAL IMPACT:

No fiscal impact for FY 25-26.



POLK COUNTY CLASS SPECIFICATION

ACT NURSE

Class Spec. Number:

Representation: AFSCME

FLSA Status: Non-Exempt

Salary Range: 39C

SUMMARY

Under general supervision, the ACT Nurse facilitates and assesses treatment needs for assigned caseloads. This position is designed to be a part of the Assertive Community Treatment (ACT) team which is a multidisciplinary team providing intensive community-based outpatient services, for participants with severe and persistent mental illness (SPMI) and co-occurring disorders. The ACT nurse provides a combination of nursing duties and QMHA level behavioral health services to clients enrolled in the ACT program.

DISTINGUISHING CHARACTERISTICS

The LPN is distinguished from the ACT Nurse in that the latter is assigned full caseloads with the intent that they manage these cases through the ACT program, delivering duties that fall both within the scope and role of an LPN and a QMHA providing services to ACT clients with SPMI and often co-occurring disorders.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. It is not intended to serve as a comprehensive list of all duties performed by all employees in this classification; specific position assignments will vary depending on the business needs of the assigned department.

- Participate as a member of an interdisciplinary treatment team in the evaluation of client's behavioral health needs, the development of client treatment plans and the delivery of behavioral health services.
- **Conducts client interviews for assessment of treatment needs; participates in developing, implementing, and evaluating patient care plans.** Contributes in evaluation by reporting participant outcomes and assists with making adjustments.
- Monitor individuals for behavioral changes and communicate concerns with ACT team members.
- Provide QMHA clinical support under the supervision of a Qualified Mental Health Professional (QMHP).
- Provides client education and supports in developing medication autonomy as directed by prescriber.
- Provide consultation and education to individuals, groups, families, and other service providers regarding medications and health care.
- Provide advocacy, information, and referral services to patients and families to address their medical needs.
- Assess health education needs and develop teaching approaches appropriate to the individual's abilities.

- Provide intervention on the client's treatment plan through individual and group skills training sessions to identify barriers to stabilization using evidence-based model curriculums or other approved formats.
- Coordinate with other department and agency programs as needed.
- Performs other duties as business needs necessitate.

COMPETENCIES

Knowledge of:

- County policies and procedures.
- Current nursing best practices within scope and role in a behavioral health setting.
- General client assessment, treatment planning, case management processes.
- Applicable federal, state and local compliance laws and statutes.
- Community outreach.

Skill in:

- Applying behavioral health principles and practices in a community environment.
- Working with interdisciplinary teams, referral sources, families, and the general public.
- Preparing documentation, assisting with treatment plans, and reporting on progress of multiple cases.
- Managing and assuring compliance to information management and client confidentiality requirements.
- Assessing and prioritizing multiple client needs, cases, and demands.
- Effective verbal and written communication.

Ability to:

- Demonstrate courteous behavior when interacting with visitors and County staff.
- Promote County goals and priorities, and comply with all policies and procedures.

MINIMUM QUALIFICATIONS

- Graduation from an accredited school for licensed practical nursing.
- Must possess Qualified Mental Associate certification, provided through the Mental Health and Addiction Certification Board of Oregon at the time of appointment.

OTHER NECESSARY REQUIREMENTS

- Possession of a license to practice as a licensed practical nurse in the State of Oregon at the time of appointment.
- Must possess and maintain a valid Oregon driver's license, automobile insurance, and access to and use of a personal automobile as a condition of employment.

Adopted 9/25