

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING – MAY 31, 2011
MINUTES

1. At 9:02 a.m., Chairman Pope declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Ainsworth and Commissioner Wheeler were present. A CD of the proceedings is on file in the Board of Commissioners' Office.

2. **MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER SECONDED, TO APPROVE THE MINUTES OF MAY 24, 2011.**

MOTION PASSED BY A UNANIMOUS VOTE.

3. **PUBLIC HEALTH UPDATE**

Randi Phillips, Public Health Manager, said the Department currently has a staff of 19 for a total of 13.4 FTE. With this staff, they run 14 programs. Several programs are required by law. These programs are Communicable Disease; parent and child health services; collection and reporting of health statistics; health information and referral services and environmental health services.

Programs which are grant funded, and of limited duration, include Health Communities and the Children's Health Equity Project.

The WIC Program has a current caseload of 1391. There are three home visiting programs: MCM for mothers who are at risk, Babies First for high-risk babies and Cacoon for children who have complex medical conditions.

The Public Health Department is required to follow up on communicable diseases to ensure proper treatment and isolation, if necessary, to stop the spread of the disease. The Department operates a Family Planning Clinic, Immunization Clinic and STD Clinic. They are also responsible for HIV Case Management, Emergency Planning, Healthy Communities and the Healthy Kids Insurance Program.

Phillips presented to the Board a new brochure describing the services of the Public Health Department.

4. **AUTHORIZE A VOTING DELEGATE FOR THE NATIONAL ASSOCIATION OF COUNTIES**

Chairman Pope explained that each of the counties who attend the NACO conference could have a voting delegate. His intent is to attend this conference and he is asking the Board to authorize him to be a voting delegate for Polk County.

MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED, TO AUTHORIZE COMMISSIONER POPE TO BE THE VOTING DELEGATE FOR POLK COUNTY AT THE NATIONAL ASSOCIATION OF COUNTIES CONFERENCE.

MOTION PASSED BY A UNANIMOUS VOTE.

5. **POLK COUNTY DAY AT VOLCANOES STADIUM**

Greg Hansen, Administrative Officer, said that Jerry Howard of the Volcanoes came to the office to offer a Polk County night a Volcanoes Stadium on July 9, 2011. This would involve no cost to Polk County. The Board agreed by consensus.

6. **REVISED SALARY RANGE FOR SENIOR PAYROLL CLERK**

Matt Hawkins, Human Resource Director, said he is requesting a revised salary range for the Senior Payroll Clerk to bring the salary in line with the other local jurisdictions. Current salary

range is \$3549 - \$4488 and the proposed salary range is \$3778 - \$4783. The new salary range would be effective June 1, 2011.

MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER SECONDED, TO APPROVE THE REVISED SALARY RANGE FOR SENIOR PAYROLL CLERK.

MOTION PASSED BY A UNANIMOUS VOTE.

7. **NON-LISTED ITEMS** (Pursuant to ORS 192.640, the Board of Commissioners considered the below identified non-listed items.)

Chairman Pope adjourned the meeting at 9:43 a.m.

Minutes: Rick Davisson
Approved: June 7, 2011