

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES June 29, 2011**

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

Staff present:               Greg Hansen, Administrative Officer  
                                  Dave Doyle, County Counsel  
                                  Rick Davisson, Interim Secretary to the Board  
                                  Heather Alvarez, Secretary to the Board

**2. ANNOUNCEMENTS**

Chairman Pope announced that regular meetings of the Board of Commissioners are held on Tuesday and Wednesday each week. The Tuesday meeting is held in the Board of Commissioners' Office Conference Room, 850 Main Street, Dallas, Oregon. The Wednesday 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.

Chairman Pope announced that Department Head/staff meetings with the Board of Commissioners are held on Monday, Thursday, and Friday. The meetings are held in the Board of Commissioners' Office Conference Room. The principal subjects anticipated to be considered are on-going, upcoming, and new matters bearing on County operations. Pursuant to ORS 192.640, the Board of Commissioners may consider and take action on subjects not listed within this announcement.

Chairman Pope announced that the Board of Directors for the Polk County 4-H, Master Gardner, Agriculture, Forestry Extension District will hold a public hearing regarding the adoption of the Fiscal Year 2011-2012 Budget, Wednesday, June 29, 2011 at 1:30 p.m. in the Courthouse conference room.

**3. COMMENTS (for items not on this agenda)**

**4. APPROVAL OF AGENDA**

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH  
                                  SECONDED, TO APPROVE THE CONSENT CALENDAR.**

**MOTION PASSED UNANIMOUSLY.**

**5. APPROVAL OF CONSENT CALENDAR**

**MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER SECONDED, TO APPROVE THE CONSENT CALENDAR.**

**MOTION PASSED BY A UNANIMOUS VOTE.**

**6. APPROVAL OF MINUTES OF JUNE 22, 2011**

**MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER SECONDED, TO APPROVE THE MINUTES OF JUNE 22, 2011.**

**MOTION PASSED BY A UNANIMOUS VOTE.**

**7. WORKERS' COMPENSATION INSURANCE – CARRIER SELECTION**

Ken Woods, Polk County Agent of Record, presented his proposal for Workers' Compensation Insurance. Polk County has had Workers' Comp Insurance with the company CCIS for approximately seven years, using a retro plan, which allows the County to pay less upfront, and pay additional amounts as needed as claims are opened. The total amount of the Workers' Comp proposal is approximately \$110,000.

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED TO SELECT CCIS AS THE COUNTY'S WORKER' COMPENSATION INSURANCE CARRIER, WITH THE 130% RETRO PLAN.**

**MOTION PASSED UNANIMOUSLY**

**8. GENERAL LIABILITY/PROPERTY INSURANCE – FISCAL YEAR 2011-2012**

Ken Woods, Polk County Agent of Record, presented his proposal for General Liability and Property Insurance. Polk County receives a 7.5% discount on the premium because the County has three coverage plans with CCIS, plus CCIS is offering a Distribution Credit, which this year totals \$56,214. The total amount of the General Liability and Property Insurance proposal is approximately \$106,600.

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED TO SELECT CCIS AS THE COUNTY'S GENERAL LIABILITY AND PROPERTY INSURANCE CARRIER.**

**MOTION PASSED UNANIMOUSLY**

**9. PUBLIC HEARING – ADOPTION OF THE 2011-2012 BUDGET – RESOLUTION NO. 11-13**

Chairman Pope opened the Public Hearing at 9:39 a.m.

Greg Hansen, Administrative Officer, presented the proposed budget for fiscal year 2011-2012, totaling \$50,357,728. Mr. Hansen reported that the Budget Committee hearings occurred March 28 – April 1, and at that time a tentative budget was approved. The Committee met again on May 18, and formally approved the budget, general property taxes, and general obligation bond levee. Mr. Hansen recommended some changes to the budget that was approved by the Budget Committee at the May 18 meeting. Mr. Hansen reported on those changes:

- Public Works fund increased approximately \$50,000 due to a higher projected ending fund balance and corresponding increase in the engineering program (adding 1 FTE).
- Polk County Fair fund, added \$15,000 more revenue because the County received more funds from the State than originally anticipated.

- Management Services fund has an increase of \$5,000 due to an employee retiring.
- Human Services fund increased approximately \$128,500. \$90,000 of this was a grant award.
- Public Health fund had a net reduction for of \$85,000. There was a \$125,000 reduction due to Western Oregon University taking over family planning grant. WIC and General Health had increases.
- Mental Health increased \$890,000. Adding 12 FTE and West Salem Mental Health office will be opening full time in their own office.
- Juvenile Department fund had a \$30,000 increase.
- Youth Programs has a reduction of \$20,000.

Chairman Pope opened the meeting to testimony from the public. Hearing no testimony, he closed the public hearing.

**MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER  
SECONDED TO ADOPT RESOLUTION NO. 11-13.**

**MOTION PASSED UNANIMOUSLY**

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

- (a) **RESOLUTION NO. 11-10 – MASTER FEE SCHEDULE**  
Adopted Resolution #11-10 in the matter of fees for services performed by County agencies.
- (b) **RESOLUTION NO. 11-11 – ENDING FUND BALANCES**  
Adopted Resolution #11-11 in the matter of specifying the order in which amounts are expended in governmental funds.
- (c) **RESOLUTION NO. 11-12 – INTER-FUND LOANS**  
Adopted Resolution #11-12 in the matter of authorizing temporary inter-fund loans when funds experience a short term deficit cash situation.
- (d) **SHERIFF – CONTRACT NO. 11-73**  
Approved Contract #11-73 between Polk County and the State Marine Board for Law Enforcement Marine Services.
- (e) **JUVENILE DEPARTMENT – CONTRACT NO. 11-74**  
Approved Contract #11-74 between Polk County and the Oregon Youth Authority to receive a grant in the amount of \$312,258 for juvenile services.
- (f) **YOUTH PROGRAMS – CONTRACT NO. 11-75**  
Approved Contract #11-75 between Polk County and Carrie Killkenny in the amount of \$41,400 to provide Mentor Program services.
- (g) **JUVENILE DEPARTMENT – CONTRACT NO. 11-76**  
Approved Contract #11-76 between Polk County and the Oregon Department of Transportation for Juvenile Community Service youth work crews to perform roadside clean up efforts at a rate of \$300 per day.
- (h) **JUVENILE DEPARTMENT – CONTRACT NO. 11-77**  
Approved Contract #11-77 between Polk County and Yamhill County for the purchase of detention services. The agreement is for the purchase of three beds for 365 days at the rate of \$169 per bed.
- (i) **YOUTH PROGRAMS - CONTRACT NO. 11-78 (amendment #1 to cont. #09-93)**  
Approved Contract #11-78 between Polk County and the Oregon Youth Authority to provide funding in the amount of \$131,244.68 for services in Youth Programs for the months of July, August and September 2011.

**(j) YOUTH PROGRAMS - CONTRACT NO. 11-79**

Approved Contract #11-79 between Polk County and Janet Loerts in the amount of \$49,482 to provide Mentor Program services

**(k) PUBLIC HEALTH – CONTRACT NO. 11-80**

Approved Contract #11-80 between Polk County and Inge G. Daeschel to provide services as a Registered Dietician. There is no fiscal impact to the budget.

**(l) YOUTH PROGRAMS – CONTRACT NO. 11-81**

Approved Contract #11-81 between Polk County and Melissa Saxman in the amount of \$27,600 to provide proctor home services.

**(m) YOUTH PROGRAMS – CONTRACT NO. 11-82**

Approved Contract #11-82 between Polk County and James Kerne in the amount of \$27,600 to provide proctor home services.

**(n) INFORMATION SERVICES – CONTRACT NO. 11-83**

Approved Contract #11-83 between Polk County and the State of Oregon, Department of Revenue, to receive a grant in the amount of \$44,571 for improvements to the County's mapping system.

Chairman Pope adjourned the meeting at 9:50 a.m.

**POLK COUNTY BOARD OF COMMISSIONERS**

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Craig Pope, Chair

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Mike Ainsworth, Commissioner

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Jennifer Wheeler, Commissioner

Minutes: Heather Alvarez  
Approved: July 6, 2011