

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING – JULY 12, 2011**  
**MINUTES**

1. At 9:01 a.m., Chairman Pope declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioners Ainsworth and Wheeler were present.

**MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER SECONDED, TO APPROVE THE MINUTES OF JULY 5, 2011.**

**MOTION PASSED UNANIMOUSLY.**

2. **PAROLE & PROBATION WEEK ACKNOWLEDGEMENT LETTER**

Marty Silbernagel, Community Corrections Director, announced that Parole and Probation week is July 17-23; there will be a barbeque picnic at the Community Corrections office on July 21 that the Commissioners are invited to. The probation officers will be re-sworn-in by Judge Horner at the picnic. Mr. Silbernagel asked that the Commissioners write a letter of appreciation to the Parole and Probation staff thanking them for their hard work and present the letter to them at the picnic.

3. **CHANGES TO HEALTH & HUMAN SERVICES FISCAL TEAM**

Matt Hawkins, Human Resources Director and Stacie Chance, Health and Human Services Assistant Director, presented recommendations for creating a new Fiscal Manager position, as well as revised class specifications for the Fiscal Coordinator and revised salary and job specifications for the Contract Accounts Specialists II.

The new Fiscal Manager position would manage personnel and fiscal responsibilities, and would oversee up to eight staff members. This position will be an open recruitment, looking for applicants with three years supervisory experience. The salary range for this position is \$4,691-\$5,933.

The two other positions have minor job class specification. The Contract Account Specialist will receive a revised salary effective August 1. The new salary range will be \$3,624-\$4,589

**MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER SECONDED, TO APPROVE THE CHANGES TO THE HEALTH AND HUMAN SERVICES FISCAL TEAM: CREATING A JOB SPECIFICATION FOR A FISCAL MANAGER, WITH A SALARY RANGE OF \$4,691-\$5,933; TO REVISE THE CLASS SPECIFICATION FOR THE FISCAL COORDINATOR; AND TO REVISE THE JOB SPECIFICATION AND SALARY FOR CONTRACT ACCOUNT SPECIALIST II, WITH A NEW SALARY RANGE OF \$3,624-\$4,589.**

**MOTION PASSED UNANIMOUSLY.**

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

- (a) **WILLAMETTE RIVER CROSSING**

Greg Hansen, Administrative Officer, informed the Board that the Willamette River Crossing Policy Committee is looking for one Commissioner to serve on the oversight team.

**BY CONSENSUS, THE BOARD APPROVED CRAIG POPE TO BE ON THE POLICY OVERSIGHT TEAM FOR THE WILLAMETTE RIVER CROSSING.**

**(b) POLK COUNTY NATURAL RESOURCE SERVICE CENTER**

Craig Pope and Austin McGuigan, Community Development Director reported that if the County were to build a government office building out at the fairgrounds , and even though the building is consistent with the current comprehensive plan, a zone change would allow for greater flexibility for the sharing of office space. Also, a partition to designate that zone will be necessary.

**BY CONSENSUS, THE BOARD AUTHORIZED GREG HANSEN TO APPLY FOR A ZONE CHANGE AND PARTITION ON BEHALF OF THE COUNTY.**

**(c) SCHOOL SUPPLY DRIVE**

Stacie Chance informed the Board that the Mid Willamette Valley Community Action Agency (MWVCAA) will be organizing a school supply drive and requested that the Board of Commissioners authorize the MWVCAA to place collection bins around the Courthouse and Academy buildings, and have the Matt Hawkins send out a countywide e-mail informing staff of the school supply drive.

**BY CONSENSUS, THE BOARD AUTHORIZED MWVCAA TO PLACE SCHOOL SUPPLY COLLECTION BINS AROUND THE COURTHOUSE AND ACADEMY BUILDING.**

**(d) GENESIS 1 HOUSING**

Marty Silbernagel informed the Board that the Genesis 1 Male Offender Housing is moving forward. They have found an available house that would hold no more than five clients. Next weekend, the Genesis 1 board and Mr. Silbernagel plan to contact 15-20 neighbors of the proposed location, and follow up with a neighborhood meeting at a later date. The location has the support of the City and Dallas Ministerial Association.

**(e) AFLAC WEBSITE**

Matt Hawkins informed the Board that AFLAC would like to create a website specifically for Polk County employees, which would provide information on plans and benefits that are offered. The website would be linked through the Polk County intranet.

**BY CONSENSUS, THE BOARD AUTHORIZED AFLAC TO CREATE A WEBSITE FOR POLK COUNTY EMPLOYEES TO BE LINKED TO THE POLK COUNTY INTRANET.**

Chairman Pope adjourned the meeting at 9:51 a.m.

Minutes: Heather Alvarez  
Approved: July 19, 2011