

**MINUTES September 28, 2011**

At 9:04 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  
Matt Hawkins, Human Resources Director

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.

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 and are conducted between 9:00 a.m. and 5:00 p.m. 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.

The Board of Commissioners will be attending a tour of Coffin Butte Landfill, 29175 Coffin Butte Road, Corvallis, OR 97330 on Thursday, September 29, 2011. The Commissioners will be leaving for the tour at 11:00 a.m. from Dallas City Hall.

The Board of Commissioners will attend a meeting of the Association of Oregon Counties District 6 meeting on Friday, September 30, 2011 at 8:00 a.m. at the Local Government Center, 1201 Court St. NE, Suite 210, Salem, OR 97301.

The Extension Tax District Board of Directors will meet on Tuesday, October 4, 2011 at 10:00 a.m. in the Polk County Courthouse Conference Room.

Matt Hawkins, Human Resources Director, presented item #7, Public Health Accreditation Coordinator Job Specification as an add on for the Agenda.

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED, TO APPROVE THE AGENDA AS AMENDED.**

**MOTION PASSED UNANIMOUSLY.**

**5. APPROVAL OF CONSENT CALENDAR**

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

**MOTION PASSED UNANIMOUSLY.**

**6. APPROVAL OF MINUTES OF SEPTEMBER 21, 2011**

**MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER SECONDED, TO APPROVE THE MINUTES OF SEPTEMBER 21, 2011.**

**MOTION PASSED UNANIMOUSLY.**

**7. JOB SPECIFICATION FOR PUBLIC HEALTH ACCREDITATION COORDINATOR**

Matt Hawkins said that the Public Health Department has received a grant that will fund a Public Health Accreditation Coordinator for 11 months. This would be a temporary position, approximately 32 hours per week, and would not have benefits. Matt has been in contact with the Labor Union to discuss if this position would need to be covered by the Union because it is a temporary position. Western Oregon University has a potential candidate for this position. The wage scale for this position would be \$3,071-\$3,883.

**MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER WHEELER SECONDED, TO APPROVE THE JOB SPECIFICATIONS OF THE PUBLIC HEALTH ACCREDITATION COORDINATOR.**

**MOTION PASSED UNANIMOUSLY**

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

**(a) MENTAL HEALTH – CONTRACT NO. 11-168**

Approved contract #11-168, Modification #1 to Attachment P of Contract #05-07 between the Mid-Valley Behavioral Care Network and Polk County for Parent Training.

Chairman Pope adjourned the meeting at 9:07 a.m.

**POLK COUNTY BOARD OF COMMISSIONERS**

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Craig Pope, Chair

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Mike Ainsworth, Commissioner

Minutes: Heather Alvarez  
Approved: October 5, 2011

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Jennifer Wheeler, Commissioner