

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING – NOVEMBER 15, 2011**  
**MINUTES**

1. At 9:07 a.m., Commissioner Ainsworth declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Wheeler was present, Commissioner Pope was excused.
2. **MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER AINSWORTH SECONDED TO APPROVE THE MINUTES OF NOVEMBER 8, 2011.**

**MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM.**

3. **SMART PHONE POLICY**

Matt Hawkins, Human Resources Director and Dean Anderson, IT Director informed the Board of a new Smart Phone Policy that is being developed. Currently, the County provides Blackberries to some management employees. The employees reimburse the County approximately \$35 monthly for personal use of County smart phones. Dean Anderson reported that the staff cost for managing the phones is approximately \$25,000-\$30,000 annually. The new policy will change to allow the employees to manage their own cell phone plans, and provide a monthly stipend to cover the business use of the cell phone. This policy will be brought before the Board again for consideration when it is complete.

4. **STEP 4 HIRE REQUEST**

Matt Hawkins presented a request from Jennifer Lief to hire a new Drug and Alcohol Counselor at a step 4 pay grade. This new hire currently works for Benton County, and will be taking a pay cut to come work for Polk County.

**BY CONSENSUS, THE BOARD APPROVED THE STEP 4 HIRE REQUEST.**

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

Commissioner Ainsworth adjourned the meeting at 9:30 a.m.

Minutes: Heather Alvarez

Approved: November 22, 2011