

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
January 10, 2012

1. At 9:03 a.m., Chairman Ainsworth declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Pope was present, Commissioner Wheeler was excused.

2. **MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH
SECONDED TO APPROVE THE MINUTES OF DECEMBER 27, 2011.**

MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM.

3. **STATE JAIL INSPECTION REPORT**

The State completed the annual inspection of the Polk County Jail on November 17, 2011. Sheriff Wolfe and Lt. Shipley presented the report and findings. There are 309 standards that the jail is rated on, of which Polk County met 297 in full compliance, and 11 in partial compliance, which gave Polk County a 96% completion rate. The one item in non-compliance was the storage of the medical records in the same room as the inmate records, even though they were in separate, locked file cabinets. The Sheriff and Lt. Shipley are addressing this item. The County was praised for the cleanliness of the facility and helpfulness of the staff.

4. **RECLASSIFICATION OF PUBLIC HEALTH SUPERVISOR**

Matt Hawkins, Human Resources Director and Stacie Chance, Health & Human Services Assistant Director presented a reclassification request for Randi Phillips from Public Health Supervisor to Public Health Manager.

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH
SECONDED TO APPROVE THE RECLASSIFICATION REQUEST.**

MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM.

5. **RECLASSIFICATION OF ACCOUNT CLERK II**

Matt Hawkins presented a reclassification request for an Account Clerk II to an Account Clerk III.

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH
SECONDED TO APPROVE THE RECLASSIFICATION REQUEST.**

MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM.

6. **SALARY RANGE FOR COUNTY SURVEYOR**

Matt Hawkins and Todd Whitaker, Public Works Director, presented a request to revise the salary range for the County Surveyor from \$4,848-\$6,135 to \$5,200-\$6,575 effective January 1, 2012.

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH
SECONDED TO APPROVE THE RECLASSIFICATION REQUEST.**

MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM.

7. **CITY OF DALLAS TIMED ON STREET PARKING**

The Dallas City Council submitted a letter informing the County that the City is considering imposing a 2-hour time limit on Academy Street parking. Stacie Chance was concerned that clients that use the Academy Building and park on the street may have

appointments or services that take longer than two hours. Also, staff from the Academy Building have been parking more on the street because of construction, which will eventually be complete. But there will also be additional staff added to the Academy Building when the remodel is finished. The comment period for this consideration is January 19, 2012; the Board will work with Greg Hansen to submit written comments on this issue.

8. **ECONOMIC DEVELOPMENT LOAN REFINANCE**

Chairman Ainsworth tabled the Economic Development Loan Refinance discussion for a later date since the Administrative Officer was not present.

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

a. **MENTAL HEALTH NAME CHANGE**

Stacie Chance requested that Polk County Mental Health's name be changed to Polk County Mental Health & Addictions Services to better identify the services that are provided.

BY CONSENSUS, THE BOARD APPROVED THE NAME CHANGE REQUEST.

b. **MENTOR PROGRAM**

Matt Hawkins and Stacie Chance discussed the Mentor Program that the Polk County Commission for Children & Families is offering at Whitworth Elementary School. Some employees are requesting that they be able to participate as mentors in this program while on partial County time. In previous years, the County had allowed staff to participate in a lunch buddy program while 'on the clock'. Commissioner Pope expressed concern that the County would appear to be supporting only one school out of the entire County, and does not endorse allowing staff to be paid for mentoring time. The Board encouraged that more recruitment be done by the school to gain additional mentors.

Chairman Ainsworth adjourned the meeting at 10:12 a.m.

Minutes: Heather Alvarez
Approved: January 17, 2012