

**POLK COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY MEETING MINUTES**  
**April 10, 2012**

1. At 9:02 a.m., Chairman Ainsworth declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Wheeler and Commissioner Pope were present.

2. **MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE MINUTES OF MARCH 27, 2012.**

**MOTION PASSED UNANIMOUSLY.**

3. **NEW CLASS SPECIFICATIONS AND SALARY RANGE**

Matt Hawkins, General Services & Human Resources Director presented a new class specification and salary range for Prescriber Support Specialists I & II, and a revised title for the current Prescriber Support Specialist. Matt informed the Board that with the implementation of Credible software, the medical transcriptionist position will no longer be needed, so that employee will be transferred to the Prescriber Support Specialist I position. The Prescriber Support Specialist II will remain vacant, while the current Prescriber Support Specialist will transfer to the Prescriber Support Specialist III position. The Prescriber Support Specialist III position does require at minimum an LPN, while the other two positions do not.

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER WHEELER SECONDED TO APPROVE THE NEW CLASS SPECIFICATIONS AND SALARY RANGE FOR PRESCRIBER SUPPORT SPECIALIST I & II AND REVISED TITLE FOR PRESCRIBER SUPPORT SPECIALIST.**

**MOTION PASSED UNANIMOUSLY.**

4. **DOG BOARD APPOINTMENT**

Dave Doyle, County Counsel presented an application from Paul Johnson to be appointed to the Polk County Dog Board.

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER POPE SECONDED TO APPOINT PAUL JOHNSON TO THE POLK COUNTY DOG BOARD.**

**MOTION PASSED UNANIMOUSLY.**

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

- a. **SALARY RANGE FOR LICENSED PRACTICAL NURSE**

Matt Hawkins presented a proposed increase to the salary range of the Licensed Practical Nurse.

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE PROPOSED SALARY RANGE INCREASE FOR THE LICENSED PRACTICAL NURSE.**

**MOTION PASSED UNANIMOUSLY.**

- b. **PCCCF APPOINTMENT**

Brent DeMoe, Manager for the Children and Families Commission requested the appointment of Herm Boes as Chair Elect and Odi Campos as Vice Chair of the PCCCF Executive Committee

**MOTION: COMMISSIONER WHEELER MOVED, COMMISSIONER POPE SECONDED TO APPOINT HERM BOES AS CHAIR ELECT AND ODI CAMPOS AS VICE CHAIR OF THE PCCCF EXECUTIVE COMMITTEE.**

**MOTION PASSED UNANIMOUSLY.**

c. **PUBLIC HEALTH SIGNAGE**

Stacie Chance, Health and Human Services Assistant Director received the final product of 'The Place' teen pregnancy and health awareness signs that will be displayed in local schools and businesses.

d. **ACCOUNTABILITY HUBS DISCUSSION**

Brent DeMoe and Stacie Chance discussed the ongoing meetings that have been taking place with Marion, Polk, and Yamhill Counties regarding the Early Learning and Accountability Hubs. Marion County has proposed a collaboration agreement with the three counties to develop a community-based coordination of early-learning services.

Brent and Stacie expressed concern with Polk County signing the agreement, since the structure of the Early Learning Council and funding sources are not certain.

e. **CONFLICT RESOLUTION TRAINING**

Matt Hawkins announced that Ken Braun, Executive Director of VORP will be holding a conflict resolution training for the management staff on May 11 in the Community Corrections meeting room.

Chairman Ainsworth adjourned the meeting at 10:15 a.m.

Minutes: Heather Alvarez

Approved: April 17, 2012