

POLK COUNTY BOARD OF COMMISSIONERS

DATE & TIME: April 11, 2012, 9:00 a.m.

LOCATION: Polk County Courthouse, Dallas, Oregon

**THE LOCATION OF THIS MEETING IS ADA ACCESSIBLE. PLEASE ADVISE THE BOARD (503-623-8173),
AT LEAST 24 HOURS IN ADVANCE, OF ANY SPECIAL ACCOMMODATIONS NEEDED
TO ATTEND OR PARTICIPATE IN THE MEETING.**

PAGE:

AGENDA ITEMS

- 1. CALL TO ORDER AND NOTE OF ATTENDANCE**
- 2. ANNOUNCEMENTS**
 - (a) 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.**
 - (b) 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.**
 - (c) The Board of Commissioners will attend a meeting of the Polk Extension Citizens Advisory Network (PECAN), Wednesday, April 17, 2012 from 5:00 to 7:00 p.m. at the Academy Building, 182 SW Academy, Dallas, Oregon.**
- 3. COMMENTS (for items not on this agenda)**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF CONSENT CALENDAR**
- 6. APPROVAL OF MINUTES OF MARCH 28, 2012**

CONSENT CALENDAR

- (a) HUMAN RESOURCES– REVISED POLICIES**

Approve the proposed recommendations for the revised Lockout-Tagout Program Policy and Forklift Safety Policy.
(Lynn Hall, Human Resources Analyst II)
- (b) HUMAN RESOURCES– REVISED CLASS SPECIFICATIONS**

Approve the new class specification and salary range for the New Solutions Care Coordinator I and a revised title for New Solutions Care Coordinator.
(Matt Hawkins, Human Resources/General Services Director)
- (c) HUMAN RESOURCES– NEW CLASS SPECIFICATIONS**

Approve the new class specifications for student laborer.
(Lynn Hall, Human Resources Analyst II)

(d) PUBLIC HEALTH – CONTRACT NO. 12-26

Approve Contract #12-26 with MAXIM Staffing Solutions for back-up nursing staff for the Polk County Jail.

(Laura Bastien, HHS Contract-Account Specialist II)

(e) PUBLIC HEALTH – CONTRACT NO. 12-27

Approve Contract #12-27 with Capitol Dental Care, Inc / Capitol Dental Group, P.C. for dental hygiene services for WIC clients.

(Laura Bastien, HHS Contract-Account Specialist II)

(f) PUBLIC HEALTH – CONTRACT NO. 12-28

Approve Contract #12-28 with KD Consulting, LLC for Continuity of Operations Plan (COOP) for Polk County Health & Human Services

(Laura Bastien, HHS Contract-Account Specialist II)

(g) RATIFY VALID VOUCHERS, LICENSES, PERSONNEL ACTIONS, PAYROLL, ETC., FOR THE MONTH OF MARCH, 2012.

THE BOARD OF COMMISSIONERS WILL MEET IN EXECUTIVE SESSION PURSUANT TO ORS 192.660.

ADJOURNMENT