

**POLK COUNTY BOARD OF COMMISSIONERS**  
**MINUTES June 26, 2013**

**1. CALL TO ORDER & ATTENDANCE**

At 9:03 a.m., Commissioner Wheeler declared the meeting of the Polk County Board of Commissioners to be in session. Commissioner Pope and Commissioner Ainsworth 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

**2. ANNOUNCEMENTS**

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 Directors for the Polk Extension Service will conduct a public hearing regarding the adoption of the Fiscal Year 2013-2014 Budget, Wednesday, June 26, 2013 at 1:30 p.m. in the Courthouse conference room.

The Board of Commissioners will give a County Update at the West Salem Business Association meeting on Thursday, June 27, 2013, beginning at 11:45 am at Roth's Salem West Conference Room.

**3. COMMENTS (for items not on this agenda)**

**4. APPROVAL OF AGENDA**

Greg Hansen added item 'R' to the consent calendar; Public Works contract #13-106 with GeoStabilization International for the Mill Creek Road Slide Project.

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

**MOTION PASSED UNANIMOUSLY.**

**5. APPROVAL OF CONSENT CALENDAR**

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

**MOTION PASSED UNANIMOUSLY.**

**6. APPROVAL OF MINUTES OF JUNE 19, 2013**

**MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE MINUTES OF JUNE 19, 2013.**

**MOTION PASSED UNANIMOUSLY.**

**7. GENERAL LIABILITY/PROPERTY INSURANCE - FISCAL YEAR 2013-2014**

Greg Hansen, Administrative Officer explained that the County's general liability and property insurance policy ends on June 30, 2013. Staff recommends purchasing General Liability in the amount of \$180,696; Automobile Liability in the amount of \$19,709; Auto Physical Damage in the amount of \$11,282; Property/Boiler in the amount of \$63,655; Crime Coverage in the amount of \$1,608; and utilize the multi-line credit of \$14,639.

Ken Woods with Craven/Woods Insurance gave a brief overview of the history of the County insurance and explained the proposed insurance coverage. Ken informed the Board that the County continues to have low claims which helps keep the costs down.

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER AINSWORTH SECONDED, TO APPROVE THE STAFF RECOMMENDATIONS FOR THE PURCHASE OF GENERAL LIABILITY AND PROPERTY INSURANCE AS PRESENTED.**

**MOTION PASSED UNANIMOUSLY.**

**8. WORKERS COMPENSATION INSURANCE - CARRIER SELECTION**

Greg Hansen explained that the County's Workers Compensation Insurance ends on June 30, 2013. Staff recommends continuing to purchase Workers Compensation Insurance through CIS in a 130% Retro Plan for fiscal year 2013-2014, which bases the premium on experience modifications.

Ken Woods gave a brief overview of the County's Workers Compensation claims, and explained the retro vs. standard policy and how experience modifications are calculated. For the upcoming year, the County's experience modification is .75, which is one of the lowest that CCIS has for an organization our size.

**MOTION: COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE SECONDED, TO APPROVE THE STAFF RECOMMENDATIONS FOR THE PURCHASE OF WORKERS COMPENSATION INSURANCE THROUGH CCIS AS PRESENTED.**

**MOTION PASSED UNANIMOUSLY.**

**9. PUBLIC HEARING – ADOPTION OF THE 2013-2014 BUDGET – RESOLUTION #13-08**

Chair Wheeler opened the Public Hearing at 9:20 a.m.

Greg Hansen, Administrative Officer, presented the budget for fiscal year 2013-2014 in the amount totaling \$47,212,777. Mr. Hansen reported the amount listed in the Resolution 13-08 (\$46,912,777) does not include the \$300,000 Unappropriated Ending Fund Balance because it is not considered an appropriation under budget law. The Budget Committee hearings occurred April 1 – April 5, and at that time a tentative budget was approved. The Committee met again on May 16 and formally approved the budget with substantial changes to the Mental Health, and minor changes to Public Works, Health and Human Services, and the General Fund. The Committee also set the general property tax rate, and levy for paying off the road bond.

The recommended changes from what was approved on May 15 and the proposed budget for

adoption amount to a total decrease in appropriations of \$2,161,650. This came from a lower PERS rate and health insurance premiums, which caused reduction in costs for almost all budgets with personnel.

There was a severe reduction in the Mental Health fund of \$1,246,000 which was the result of poor revenue projections. Because of this decrease, there were nine layoffs and the Mental Health fund will be starting the Fiscal Year in the red. Greg anticipates an 18-month recovery period for this fund.

Chair Wheeler opened the meeting to testimony from the public. Pamela Crowley-Venegas and Ray Godfrey asked for clarification about the Community Corrections/Adult Community Service workers reorganization. Greg Hansen explained that due to the County receiving less 1145 monies, the Adult Community Service Supervisors will be laid off, and the County will be using temporary/part-time workers to fill those positions. Also, the County had recruited for a Community Service Coordinator, but that position has been changed from a permanent position to a temporary position as well. The Community Service workers from the jail will still be supervised by a full-time, permanent County employee.

Hearing no additional testimony, Chair Wheeler closed the public hearing.

**MOTION: COMMISSIONER POPE MOVED, COMMISSIONER WHEELER SECONDED TO ADOPT RESOLUTION #13-08.**

**MOTION PASSED UNANIMOUSLY**

At 9:48 a.m., Commissioner Wheeler asked if there was need for an Executive Session. Staff answered that there was not and the meeting was adjourned.

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

**(a) DISTRICT ATTORNEY - CONTRACT #13-85**

Approve Contract #13-85 with Tamera Boggan for temporary part-time assistance in the CASA Program.

**(b) DISTRICT ATTORNEY - CONTRACT #13-86**

Approve Contract #13-86 (Amend 1 to Cont 13-60) with Kathryn Axtell for CASA Coordinator Services.

**(c) CODE ENFORCEMENT – CONTRACT #13-87**

Approve Contract #13-87, Personal Service Contract between Polk County and Jerry Jackson to provide Code Enforcement services.

**(d) GENERAL SERVICES – CONTRACT #13-88**

Approve Contract #13-88 with the City of Dallas for improvements on Courthouse Property.

**(e) INFORMATION SERVICES – CONTRACT #13-89**

Approve Contract #13-89 with the Department of Revenue for improvements to the County's mapping system.

**(f) YOUTH PROGRAMS – CONTRACT #13-94**

Approve Contract #13-94, with Rebecca Young to provide contracted foster parent services to three Mentor, ILP, or Transition Program youth.

**(g) YOUTH PROGRAMS – CONTRACT #13-95**

Approve Contract #13-95, with Jane Lynn Austin to provide contracted foster parent services to three Mentor, ILP, or Transition Program youth.

**(h) YOUTH PROGRAMS – CONTRACT #13-96**

Approve Contract #13-96, with Victoria Lua to provide contracted foster parent services to three Mentor, ILP, or Transition Program youth.

**(i) PUBLIC HEALTH – CONTRACT #13-97**

Approve Contract #13-97, with West Valley Hospital to provide tuberculosis chest x-rays and liver function blood tests at contracted rates.

**(j) MENTAL HEALTH – CONTRACT #13-98**

Approve Contract #13-98, with Tim Perez to provide psychiatric services and consultations.

**(k) PUBLIC HEALTH – CONTRACT #13-99**

Approve Contract #13-99, with the Department of Human Services for the biennium financing of Public Health programs.

**(l) MENTAL HEALTH – CONTRACT #13-100**

Approve Contract #13-100, with the Oregon Health Authority for the biennium financing of community addictions and mental health services.

**(m) COMMUNITY DEVELOPMENT – CONTRACT #13-101**

Approve Contract #13-101 with Robert Oliver for Hearings Officer Services.

**(n) HUMAN RESOURCES – CONTRACT #13-102**

Approve Contract #13-102, employment agreement with Greg Hansen.

**(o) HUMAN RESOURCES – CONTRACT #13-103**

Approve Contract #13-103, employment agreement with Todd Whitaker.

**(p) COMMUNITY DEVELOPMENT – CONTRACT #13-104**

Approve Contract #13-104 with the Office of Emergency services for the Hazard Mitigation Grant Program.

**(q) COMMUNITY DEVELOPMENT – CONTRACT #13-105**

Approve Contract # 13-105 with the Polk Community Development Corporation for Hazard Mitigation Grant Program Management Services.

**(r) PUBLIC WORKS – CONTRACT #13-106**

Approve Contract # 13-106 with GeoStabilization International for the Mill Creek Road Slide project.

**POLK COUNTY BOARD OF COMMISSIONERS**

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Jennifer Wheeler, Chair

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Craig Pope, Commissioner

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Mike Ainsworth, Commissioner