

POLK COUNTY BOARD OF COMMISSIONERS
TUESDAY MEETING MINUTES
AUGUST 12, 2014

1. At 9:04 a.m., Commissioner Pope declared the Tuesday meeting of the Polk County Board of Commissioners in session. Commissioner Ainsworth was present, Commissioner Wheeler was excused.

2. **MINUTES** **COMMISSIONER AINSWORTH MOVED, COMMISSIONER POPE SECONDED TO APPROVE THE MINUTES OF AUGUST 5, 2014.**

MOTION PASSED BY A UNANIMOUS VOTE OF THE QUORUM.

3. **RECLASSIFICATION OF A BILLING SPECIALIST II** - Matt Hawkins, Administrative Services Director presented a reclassification of Marjie Cassell from a Billing Specialist II to a Senior Billing Specialist. Marjie has been working out of class for over two months with a 4% salary increase, and staff would like her to remain at the higher position. The fiscal impact is approximately \$2,000 for the fiscal year, effective August 1, 2014.

BY CONSENSUS, THE BOARD APPROVED THE RECLASSIFICATION.

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

- a. **CEMETERY DISTRICTS** - Morgan Smith, County Counsel requested approval to provide legal service to local cemetery districts. In the past, Dave Doyle provided this service. Morgan has been contacted within the last week by two cemetery district board members requesting legal advice. The Board wanted to ensure that the Districts understand that although they are receiving legal advice from the County Counsel, they are not part of the County government and still need to have their own liability insurance.

BY CONSENSUS, THE BOARD APPROVED COUNTY COUNSEL TO PROVIDE LEGAL SERVICE TO LOCAL CEMETERY DISTRICTS.

- b. **FDA REGULATION OF TOBACCO PRODUCTS** - Craig Pope informed the Board that Matthew Stevenson drafted a letter to offer comments on the Food and Drug Administration's proposed rule deeming tobacco products to be subject to the Federal Food, Drug, and Cosmetic Act. These comments were due last Friday, so after reviewing, Craig signed and the letter was submitted, but wanted to inform the Board of what was submitted.
- c. **FAIR OVERVIEW** - Craig Pope reported that by his observation the Fair went well, In talking to Tina on Friday night, the attendance numbers for Thursday and Friday were up from the prior year.
- d. **PUBLIC WORKS DELAY** - Craig Pope announced that the Public Works chip seal schedule has been pushed back because numerous wildfires are causing rail issues, creating delays in the transportation of oil products.

Commissioner Pope adjourned the meeting at 9:11 am.

Minutes: Heather Merrill
Approved: August 19, 2014