



Board of Commissioners' Administrative Meeting
September 10, 2019 ~ 1:00 PM ~ Room 214

9/10/2019 - Minutes

1. Call To Order & Those Present

Commissioner Morris; Commissioner DeGroot; Sandy Cox/Admin Staff; Lisa Jackson/Human Resources; Phillip Squibb/Developmental Disabilities; Sue Murphy/Finance; Mika Blain/Counsel

2. Approve Minutes From Last Meeting

Commissioner Morris approves minutes from September 3, 2019 Administrative Meeting.

3. Lisa Jackson - Human Resources

1. Department Request – Public Works Positions Reclassification

Lisa Jackson/Jeremy Morris address the Board asking to reclassify Ralph Brown, Patrick Cahil, Joseph Clifford, Mike Peligrino, and Jason Wright, fiscal impact is approx 36k annually. Jeremy Morris explains the jobs and salary study that was preformed. Commissioner DeGroot asks if this reclass would take care of the previous "on-call" discussion? Morris responds this would take care of all of it as well as a future comp/class study. Commissioner DeGroot motions to reclassify the individuals as presented, Commissioner Morris seconds. Unanimous vote. Approved.

4. BOCC

1. Contractor Grant Program - KMM

Commissioner Morris presents sample document regarding the Contractor Grant Program that the Board previously approved moving forward. Commissioner DeGroot asks for more time to review the document. Asks staff to put on next weeks Admin meeting

2. Chamber/Leadership Klamath 19-20 Follow Up -KMM

Commissioner Morris asks if the Board would like to send any County staff members to the class? Commissioner DeGroot would like to see an email go out to Department Heads to see if there is any interest and how it would be paid for. Commissioner Morris will send out email to Department Heads and inquire.

3. IGA With Bly Sanitary District

Sandy Cox presents template IGA that Business Oregon recommends us signing with entity that we are applying for CDBG Grant on behalf of, asks Board if interested in signing such an agreement. Board instructs staff to work with Counsel to revise agreement to fit our situation and bring back to Board for signature if we are awarded CDBG Grant.

4. Baldwin Hotel Electrical Repair Funding

Commissioner DeGroot reviews background, this repair was previously decided to be paid for out of Risk Management, believes that Finance should have been involved in that discussion/decision and would like to see this put on a Finance meeting so that Finance can weigh in on whether it is appropriate to pay out of risk fund. Sue Murphy will add to her next Finance meeting. Sue Murphy also suggests in the future to consult with Dept. Head in the funding decision as well.

5. Military Leave

Phillip Squibb addresses the Board regarding policy pertaining to Military Leave; As written now any leave in the employees first 6 months has to be unpaid, would like to see policy changed that they get paid before the 6 month wait period. Commissioner Morris asks if they are compensated by the military? DeGroot responds: he believes so. DeGroot further explains that this is just preliminary discussion would need to be a bigger discussion at a later date to implement a policy change. Mika Blain indicates there is a statute pertaining to this issue, however doubts that BOLI would object to paying them before the 6 month waiting period. Board would like to look at current policy and a proposed policy change. Commissioner DeGroot would like this that if a policy change is made that it go into effect in the future and not retroactive.

6. HRA/VEBA Contribution

Sue Murphy addresses the Board regarding the Board's decision to change the HRA/VEBA amount to reflect 50% of the high deductible plan which in July was \$765.00, however the new rate has increased, does the Board want to increase that amount? Commissioner Morris motions to raise the contribution amount to 826.30/50%, Commissioner DeGroot seconds. Unanimous vote. Approved

7. Parking Assignments And Enforcement

Lisa Jackson Address the Board regarding HR's function of assigning parking spots, maintaining that list and also enforcement when vehicles need to be towed. Board would like to have Tom Banks involved in this conversation, asks staff to schedule for next week's Admin meeting and invite Tom Banks.

8. Unlocking Government Center Doors

Commissioner DeGroot brings up that the front doors are still locked and it's 1:00pm, indicates there is no protocol for locking and unlocking the



Government Center doors. Commissioner Morris believes those duties should be handled by Maintenance. Commissioner DeGroot motions to have staff draft a memo as such, discussion about whether there is an issue having maintenance do these activities? Sandy responds Maintenance does not work after 3 so she believes Maintenance will have issue with locking at 5:00pm. Commissioner Morris suggests having Property Management lock the doors at 5:00pm, Commissioner DeGroot amends motion for Maintenance to unlock the Government Center doors @7:30am and Property Management will lock them @5:00pm. Commissioner Morris seconds. Unanimous vote. Approved. Commissioner Morris will send email to Property Management about the change.

5. Other County Business

Commissioner DeGroot brings up that DD has only 1 handicapped parking spot, would like to direct maintenance to create more handicapped parking. Phillip Squibb adds to the conversation that he would like to see 2 more spots added, but doing this will create a lot of work for maintenance. Commissioner DeGroot motions to direct Maintenance to create 2 more handicapped parking spaces up at the DD facility, Commissioner Morris seconds. Board directs staff to email Maintenance and get an estimate of costs and have Sue Murphy add this to the Finance meeting for further discussion.

6. Adjournment

1:50pm

Audio recordings of all proceedings are available at the County Commissioners' office. The meeting facility is handicap accessible. Persons needing materials in alternate format or communication access, should telephone this office at 541-883-5100  (voice/TDD) or the ADA Coordinator at 541-883-4296  at least 48 hours in advance of the scheduled meeting.

Klamath County Commissioners' Weekly Calendar is subject to change without notice.

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