



Board of Commissioners' Administrative Meeting
March 17, 2020 ~ 1:00pm ~ Room214

3/17/2020 - Minutes

1. Call To Order & Those Present

Commissioner Boyd, Commissioner Morris, Commissioner DeGroot; Haley Huffman / Admin Staff; Becca Robbins / Herald & News; Leslie Barlow Hunter/ Contract/Risk Management; Jeremy Morris/ Public Works; Eve Costello, Melina Johnson / District Attorney's Office; Marcus Henderson / County Counsel; Brandon Fowler / Emergency Management; Jennifer Little / Public Health; Mark Willrett / City of Klamath Falls; Rich Rico / Sky Lakes; John Powell / Circuit Court; Rochelle Long / Clerk; Rick Vaughn / Tax Collector; Vickie Noel / Finance; Amanda Van Riper / Human Resources; Jessica Chastain / IT.

2. Approve Minutes From Last Meeting

3. Betty Riley - SCOEDD Funding Request

Item added to the next Finance meeting.

4. Mark Willrett/City Of Klamath Falls & Rich Rico/ Sky Lake Medical Center

Mark Willrett addresses the Board. Currently they have secured 2.7 million in funding with about \$700,000 contingency built in for the Campus and Daggett roundabout project. The project is estimated at 2.4 million. They are looking for the County to provide a buffer/umbrella in the funding. Jeremy Morris said we could do an agreement to offer a 10% buffer. Commissioner Boyd clarified we would be providing a contingency on top of a contingency. Commissioner Morris said she'd like Jeremy to come up with an agreement and bring it back to the Board at a later date. Commissioner Boyd said, he'd start the project. Commissioner Morris said, agreed.

5. Leslie Barlow-Hunter - Contracting Policy Revisions

Postponed to a later date.

6. Brandon Fowler - Emergency Management

Brandon Fowler addresses the Board and explains the process to set up an emergency operations center. Mr. Fowler said the Board would designate an incident commander to set up the center. The site could be the Government Center but there are other sites he might recommend, since this isn't a normal incident, we'd want to use a location that doesn't effect normal County operations.

7. BOCC

1. Timeclocks

Postponed to Work Session tomorrow.

2. Contractor Incentive Program/Expense Clarification

Postponed to Work Session tomorrow.

3. Museum Department Head

Postponed to Work Session tomorrow.

4. Spence Mountain Folo

Postponed to Work Session tomorrow.

5. Eternal Hills Update - DDG

Postponed to Work Session tomorrow.

6. Klamath County Parks Discussion - DDG

Postponed to Work Session tomorrow.

7. County Advisory Boards (KMM)

Commissioner Morris recommends staff email all County advisory boards recommending that they not meet for the next four weeks. Board agreed.

8. Laptops

Jessica Chastain addresses the Board. Currently we have 15 laptops to loan out to employees. We can have an unlimited amount of County devices connected to our network. She expressed concerns about risking her staff by sending them to an employee's home if they need IT assistance.

Commissioner DeGroot asks what is the time and cost to acquire new laptops. Ms. Chastain said time is about 4 weeks because of this situation and the average laptop is \$1300. She said we can't just go to Staples to buy a laptop because there are requirements on the CJIS side for the country the laptop was made in. Commissioner DeGroot said he'd like to hear from the Department Heads, how many laptops they have and what is the ability of their staff to work from home. Commissioner Morris said she could send out an urgent memo to the Department Heads asking what it would look like to move to an AB schedule, the laptop situation in the department and what it would look like for people in each department to work from home. The Board could discuss the responses at Work Session in the morning. Board agreed.

9. Sick Time

Commissioner Morris discusses the memo sent out to staff in light of the school closure on Friday. Commissioner DeGroot said he's received zero feedback from departments that were concerned. He said most were appreciative. Commissioner Morris said she knows of at least one

employee that will be out of sick time. Commissioner Morris suggested allowing donation of sick time county wide. Commissioner DeGroot asks Amanda Van Riper if we might be able to have employees donate into a sick time pool. Ms. Van Riper said she doesn't see a problem with creating a sick bank but need to remind employees once they donate time, they lose it. Commissioner Boyd said he's in favor of having a pooled bank of sick leave. He'd like it to be limited to a total percent of the person's sick time, once the time is in the pool it is in there forever and employees would need Board permission to use time from the sick bank pool. Commissioner Morris said we could direct HR to setup the sick leave bank specific to the Covid-19 emergency, requests should come through HR to the Board, employees can donate up to half of their total bank. Ms. Noel said it would be easier to not take the time out of the person's bank until someone needs it. Amanda Van Riper explained a pledge form that could be used. The forms are date stamped and numbered in order of submission. Commissioner DeGroot said this is a great solution. Board agreed to ask HR to work with Finance to get communication out letting employees know they can donate sick time for employees who are not able to work due to the schools being closed and Covid-19 and create a pledge form. Commissioner Boyd said he ok with the pool but he feels we need to continue on with County policies. He said this may change when we talk about the AB time schedule.

10. Building Sanitizing

Commissioner Morris reviewed the spreadsheet created by Maintenance and staff. At this time the Board feels it's not necessary.

8. Other County Business

State of Emergency Declaration - Commissioner Morris motions to declare a state of emergency due to Covid-19. Commissioner DeGroot seconds. Unanimous vote. Approved.

County Staff Travel - Commissioners discuss banning all out of County non-essential county employee travel for four weeks. Non-essential includes conferences, training, seminars, non-essential meetings, etc. Commissioner DeGroot asks would Commissioner Boyd be agreeable to saying if there is a question from a Department Head on whether or not to determine if it's essential or non-essential travel to leave it up to the Liaison Commissioner. Commissioner Boyd agreed. Commissioner Morris asks staff to send out a memo to department heads.

Staffing - Commissioner Boyd explains his idea of splitting up staff and creating A shift and B shift schedules, 10 hour days with 30 minute lunch, 7am-5:30. If you're on a shift that works a 30 hour period, three days a week, you'd get paid for 40 hours, if you're on a shift that works a 20 hour period, two days a week, you'd get paid for 40 hours. Jennifer Little said, with the Executive Order, places of employment are exempt. With a place like the Fairgrounds where there aren't employees close together, would that create an exception. Commissioner Boyd said the Board has tried to do the same thing, equally across the County. Commissioner DeGroot said this won't work for the Road Shop guys. They are getting ready to do crack sealing and bridge replacement on Joe Wright Road.

Commissioner Boyd said, chip sealing and crack sealing can be pushed back 30 days, the bridge replacement, maybe not. Commissioner Boyd expresses concerns about protecting employees and reducing potential exposure for the next 30 days. Commissioner Morris said, it sounds like we didn't have time to get to every department to see how this might work. Commissioner Morris recommends discussing this at Work Session tomorrow. Commissioner Boyd said we have several things on this list that an AB schedule would effect today. Commissioner Morris said, she would like to still allow those employees who are taking sick leave until April 1st do so. Commissioner Boyd explains moving to an AB schedule would effect the amount of sick time those people would need to take. John Powell addresses the Board. The Chief Justice sent out an order to curtail operations as much as possible. They have certain statutory things they need to do. The judges have discussed it and started to reschedule things. They are scaling back to have only two courtrooms operational. They will keep the front counter open. He said a press release will be sent out hopefully today. By tomorrow he'll have 1/3 of his staff working and 2/3 at home and working from home when able. He said the 1/3 working now will continue to work to protect the 2/3 that are home from possible exposure. That will stay that way until they need to change it. He said the people that are at home, some are able to work from home and some are home waiting will get mandatory paid leave. They made this determination based on experience and job duties. Eve Costello said the 3 on 2 off shift would not be very effective for her office. She said some of her staff could work from home. She is concerned about how long to leave her office open. She feels it would be beneficial for her office to close to the public or limit the hours open to the public. Rick Vaughn said, would 7am-5:30pm be our hours of business to the public? Commissioner Boyd said he feels we should keep it 8am-5pm. Melina Johnson said all their attorneys have the ability to work from home. She feels confident that she could keep the number of her employees in the office under 10.

Staff bringing children to work with them - Commissioner Morris said she feels Department Heads should direct their staff to not bring children to work with them. Board agreed. Commissioner Morris will add that to the email she will send out to Department Heads later today.

9. Adjournment

1:57pm

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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