



Board of Commissioners' Work Session Meeting
April 3, 2020/Continued from April 1 ~ 1:30 pm ~ Room 214

4/3/2020 - Minutes

1. To Watch A Live Stream Of This Meeting, Click The Link Below.

2. Call To Order & Those Present

Commissioner Morris (via WebEx), Commissioner Boyd, Commissioner DeGroot (via WebEx), Sandy Cox/Admin Staff; Susan Campbell, Marcus Henderson / County Counsel; Jessica Chastain / IT (via WebEx); Haley Huffman / Admin Staff (via WebEx); Amanda Van Riper / Human Resources; Stephanie Brown / CDD (via WebEx); Vickie Noel /Finance.

3. Approve Minutes From Last Meeting

Commissioner Morris approves minutes from April 1, 2020 Work Session Meeting

4. Kathleen Rutherford / Older Adults Program

Presented and discussed at April 1, 2020 Work Session Meeting

5. Marcus Henderson - Union Negotiations

Presented and discussed at April 1, 2020 Work Session Meeting

1. Baley Brief

Counsel Henderson gives update. Commissioner DeGroot motion for the County to participate as outlined by Counsel, Commissioner Morris seconds. Unanimous vote. Approved

6. BOCC

1. Exception To Policy Request - Sheriff's Office (Continued From Admin Mtg Yesterday)

Presented and discussed at April 1, 2020 Work Session Meeting

2. Senior Center Roof (Continue Discussion From Finance Mtg Yesterday)

Presented and discussed at April 1, 2020 Work Session Meeting

3. N95 Masks

Continued discussion from April 1, 2020 meeting. Commissioner DeGroot said the order was placed and the money wired yesterday. The price of the masks came in at \$1.80 which is lower than the \$2.80 we initially thought this allowed us to have them shipped via air instead of boat and gets them here much faster. They will need to go through customs and there could be a delay. He thanked Vickie and Brandon for working on getting this done.

4. Dept. Head Responses To Digitization & 4 Hours In Office

Board reviewed the spreadsheets provided by staff. Commissioner Boyd said he believes the first thing we need to do is get rid of records that are on our servers that according to record retention laws, we don't need to keep. Commissioner Boyd said, that's directed toward every department. He said, he feels we should wait until we have everyone back in the office. Commissioner DeGroot said he feels this is a good opportunity for the departments to go through and take a look. Jessica Chastain said she requested a quote for a storage area network because we are close to being out of space, she's waiting on a current quote but the last time she requested one it was upwards of \$30,000.00. Commissioner DeGroot said, CDD, Public Works and Clerk departments that is a huge project to get all of this digitized. It would be fantastic and save us time in the long run. Commissioner Morris said perhaps each of us can mention to our liaison departments, to work on this where it makes sense. Commissioner Boyd asks how much we can add today without removing alot. Ms. Chastain said no, we are maxed out on our storage. She said we do have a legacy device we could utilize. Ms. Chastain also asked the Board to consider what needs to be backed up. Ms. Cox asks about each department purchasing an external drive. Ms. Chastain explains that wouldn't work for most departments. Commissioner DeGroot asks, can the departments that take up the most space, pay directly to IT? Ms. Noel said, yes they can. Ms Chastain said that is a viable option with the amount of data. Commissioner Morris asks if everyone likes the idea about focusing on the big departments, CDD and Public Works for now and see how much data we can get off and it would be a pay to play type of thing. Ms. Chastain said, the top two taking up the most storage is the DA and Sheriff's Office. Commissioner Morris said we have a plan to move forward.

5. BP Update

Commissioner Morris said BP Media has shifted to helping with the COVID piece. They are pulling our numbers everyday, putting them on a graphic and sending it to all of our media contacts, the municipalities and putting it in all of our social media. Commissioner Boyd asks to have them break out how much time they spend on COVID so we can submit that for reimbursement.

6. Clarification On COVID-19 Emergency Temporary Leave Policy

Board discusses questions regarding the Emergency Temporary Leave Policy. Commissioners DeGroot and Morris suggested to keep the language, "at their regular rate of pay" and strike the language "regardless of the hours they work". Commissioner Boyd was in agreement. Board

discusses items 4-6. Commissioner Morris said we are trying to take care of our people during these times, she'd like to move toward wanting to pay them their full hours so it didn't feel like it was a penalty. She said, it seems like a time to not have someone having the extra stress of only getting 2/3 of their paycheck. Commissioner DeGroot confirms this is only up to 80 hours. Mr. Henderson asks the Board about excluding first responders from the 80 hours of leave. He said legislation did not define an emergency responder. Commissioner Boyd said we have to have our Sheriff's Department available and we can't cripple that department because we have a lot of people needing to stay home with their kids so I think we need to exclude them. Commissioner DeGroot said he agrees. Commissioner Morris said there is Board consensus around that. Mr. Henderson asks, should we exclude 4-6 in case it is someone who is sick with COVID? Commissioner Morris said, it sounds like we'll need to make some adjustments to this and bring it back for signing off. Sandy Cox addresses the Board. She said the Board has addressed the issues she's been hearing and that will resolve the issues she's been dealing with. Ms. Van Riper said, on page 6 there is a question about accrual. Commissioner Boyd said he'd like to stick as close to the policy as we can. Commissioner DeGroot said, this could end up being a nightmare for Finance and HR trying to track. He said he is fine with the accruals. He said he'd like to leave the 4-6 issue the way it is but give those individuals the option to work with their supervisors to work remotely for the other portion of the day. Commissioner Morris agreed. Commissioner Boyd confirmed, for 5.5 hours a day you get paid and you don't have to work and for 2.5 hours you work and you get your accruals for the whole 8 hours. Commissioner DeGroot said, right. Commissioner Boyd said, he sees no way to track that. He said, we have people who have work ethic and people that don't and it will be 100% the honor system. Commissioner Morris said, it sounds like there's agreement in following the approach Commissioner DeGroot laid out. Ms. Van Riper said it was clear guidance for her. Mr. Henderson agreed. Commissioner Boyd confirmed they will accrue sick and vacation for the entire 8 hours just like they had a normal sick day but they're only required to work 2.5 hours a day. Commissioner Morris asked that the Liaison Commissioner communicate this to the departments it's effecting. Commissioner Boyd said it should be communicated to the entire staff. Commissioner DeGroot said absolutely once we get it re-signed we can push it back out to all staff. Commissioner DeGroot motions to have staff make amendments to the policy as described: for those individuals taking advantage of 4-6, where applicable they can work under the direction of the supervisors for the remaining 1/3 or take personal leave time; at the bottom of the paragraph on page 3, strike "hours that they work"; and that accruals are consistent with existing County HR policies; and paid sick leave for items 4-6 is not available for healthcare and emergency responders. Commissioner Morris seconds. Commissioner DeGroot and Commissioner Morris vote in favor. Commissioner Boyd votes opposed. Approved.

Mr. Henderson made the changes and submitted a revised policy to the Board for signature. Board agreed the revised version reflects the changes. Commissioner Morris and Commissioner DeGroot authorized Ms. Cox to stamp their signature on the policy.

7. IMT Discussion

Commissioner Boyd said, this is the emergency management team. He said he went back and listened to the audio and we were told we'd get daily updates and could participate in the meetings. That has not happened. He said he is not happy at all. He feels by not being kept in the loop the Board is not able to carry out one of the things they were elected to do.

Commissioner DeGroot asks when they met and dates. Commissioner Boyd said they've met twice and one was yesterday. Commissioner Morris said they meet Monday and Thursday. She said, we got a report from yesterday and an org chart from Monday as they are getting themselves setup. They are in the early stage of setup. Commissioner Morris said the idea was to attach the IMT report to Jennifer's daily report on the days they meet. Commissioner DeGroot said he knows Commissioner Morris is the liaison but the other two Commissioners should be able to listen in. Ms. Cox asked if they could submit their Minutes to the BOCC staff to keep on file. Commissioner Morris said, yes. Commissioner Boyd said, for the record there is not a single department head in this County that is gonna tell me I can't be part of their meetings. Commissioner Boyd said he better have an invite to these meetings in his inbox.

7. Other County Business

Developmental Disabilities Director Interviews - Commissioner Morris asks the Board if they'd like to do the interviews via WebEx/Skype so the new person might get some training with the current director. Commissioner DeGroot said, as I said earlier this is our new normal so I think we need to press forward and operate as best we can under the circumstances. Commissioner Morris and Commissioner Boyd agreed. Commissioner Morris will work with staff to get the interviews scheduled.

Laptops for CDD- Ms. Cox said CDD is requesting 4 laptops and Finance needs one. Commissioner Boyd said, we have 10, we pulled out four for the Budget Committee so we should have 6. Ms. Chastain said the laptops will be ready Monday. The Board agreed to have Ms. Chastain give those 5 laptops out.

Fairgrounds - Commissioner DeGroot said the Fairgrounds are talking about the potential to furlough their employees so they can receive unemployment but still receive their benefits. We're also looking to see if the CARES Act would apply. He said, not furloughing or laying off those employees will effect their budget dramatically. He asked the Board to consider two things for later discussion, do we want to amend to have a furlough option for the employees and should we scale down staff and lay people off or try to keep the departments running.

Hagelstein Park - Commissioner DeGroot said, we had alot of issues at the park and he worked with our Parks Director to close it yesterday. Commissioners were in agreement with the closure.

COVID Expense - Vickie Noel said we've had three departments make purchases related to COVID and we're tracking them. She asked the Board do they have an opinion on where those should be payed out of. So far they are expensed out of the departments, but



should we have one fund to expense these out of or should it come out of the department because reimbursement might take 2-3 years? Commissioner Boyd said, the fuel expense is to setup the temporary morgue to keep the reefer running and he feels that expense should go under the Emergency Manager. Commissioner DeGroot asks if we should be expensing and tracking this through Risk. Commissioner Boyd said, he thinks it should all go through Emergency Management. Commissioner DeGroot asks about the masks and going through Risk Management. Commissioner Boyd said we should backfill Emergency Management out of the general fund. Commissioner Morris said, the one part that might get tricky is if we get to a point we have to hire additional staff but we can cross that bridge when it comes.

Union Negotiations - Ms. Cox said the Unions are asking for more dates, May 4 & 5. Board agreed they could be backup dates.

Comp & Class Contract - Board agreed to have Ms. Cox email the contract to them for review.

8. Adjournment

2:53pm

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.

305 Main Street 2nd Floor, Klamath Falls, OR 97601

E-mail: bocc@klamathcounty.org Website: www.klamathcounty.org