



Board of Commissioners' Administrative Meeting  
September 29, 2020 ~ 1:00pm ~ Room 214

9/29/2020 - Minutes

**1. To Watch A Live Stream Of This Meeting, Click The Link Below Or Go To [www.klamathcounty.org](http://www.klamathcounty.org)**

**2. Call To Order & Those Present**

Commissioner Boyd, Commissioner Morris, Commissioner DeGroot; Haley Huffman / Admin Staff; Jessica Chastain / IT; Brandon Fowler / Emergency Management; Jeremy Morris / Public Works; Stephanie Brown, Allan Brown / CDD; Todd Kepple / Museum; Vickie Noel / Finance; Stan Gilbert / KBBH; Amanda Van Riper / Human Resources.

**3. Approve Minutes From Last Meeting**

Approved.

**4. Brandon Fowler - Emergency Management**

**1. Two Four Two Fire & FEMA**

Brandon Fowler addressed the Board. So far FEMA has 48 applications for assistance from citizens in the County related to the Two Four Two Fire. Commissioner Boyd asks, how many land owners were affected? Mr. Fowler said, that 48 is not necessarily the number of approved applicants. These are people that were in some way affected by the fire, they could have had a trailer in the campground or something like that. FEMA will be deploying a team to Chiloquin to assist people with applying for assistance. There will also be a workshop at the Chiloquin Community Center on Thursday night, it will be a meeting to discuss getting assistance and fuel reduction for people that have property in the burn area. Commissioner Boyd asks, has DEQ been in contact with you about hazard mitigations? Mr. Fowler said, there is a call going on right now and there has been alot of discussion around it. Commissioner Morris said, there is a task force too and he is part of it. Mr. Fowler said, one thing the Fire Chief is concerned about and no one seems to be talking about is the ash and potential for it to get into the streams and rivers. Mr. Fowler said, we will be looking into it. Commissioner Morris asks about the declaration. Mr. Fowler explains he feels this may be a question for Counsel, in terms of how long to have it. He said, the State office basically said, if you come to a point where you feel you don't need it, withdraw it, and if you don't, then leave it.

**5. Stan Gilbert - 705 Washburn Way**

Stan Gilbert addressed the Board. He said, we are interested in taking the property to use

as part of our community mental health system. At this point we are working with SkyLakes and Cascade Health Alliance to put an acute psych unit on that property. He said, this would require State support. Also, I understand from talking with County Property Manager that there are some ideas on transferring the property to us. Our call volume overall is way up and the acuity level of the cases is much higher, in other words, people are showing a much higher degree of symptomatology related to mental health issues than we've seen before. For example, two or three years ago we would do a half dozen civil commitment processes now we are doing as many as 4 or 5 a week and most of those we are going into conversion. We are getting ready to open the sobering facility. We still need to furnishings and technology for the facility. He said, the Klamath Tribes has been very supportive, we are working with them on staffing the program and we are collaborating with them on service delivery. It is really not just a sobering facility any more. We are actually thinking of it as a place where people can sober but also as a point of access to a full range of services that those people might benefit from so we are thinking of it as an access center. Commissioner Boyd said, we need to look at ways to help boost KBBH because they are doing a service to the County without real cost to the County, their funding comes in a lot of different ways. He said, we need to look into getting that property to KBBH. Commissioner Boyd and Mr. Gilbert agreed the community needs to discuss having that location as an acute psych unit. Commissioner Boyd said, there's another spot in my mind that could be of use, the County doesn't own it but we could. Commissioner Boyd asks about their need for more offices. Mr. Gilbert said, COVID has changed a lot of things, people are liking telehealth. Commissioner Morris said, I am supportive of doing whatever we need to do to support Mr. Gilbert and KBBH. She said, I so value this partnership. Commissioner Boyd will work with Mr. Gilbert and report back to the Board.

## **6. Jeremy Morris - Public Works**

### **1. Engineering / Surveying License Renewal Fees**

Jeremy Morris presents a memo to the Board. He said we had a license renewal come up, we sent it over to Finance for reimbursement and they said unless it was a condition of the hiring process, it won't be reimbursed. He said, the memo is meant to clarify reimbursement for the positions that, as a group, stick with the classifications. Commissioner Morris recommends he run this by County Counsel. Commissioner DeGroot said, I'm almost certain that we pay for County Counsel's license to be renewed and if so I'm fine with this. Commissioner Boyd recommends Mr. Morris just write a quick letter to the Ethics Commission asking them. Commissioner Morris asked Mr. Morris to find out and let the Board know. Commissioner DeGroot said, do we want to just make this policy? Commissioner Boyd said, that's exactly what I was thinking, I think we add this to the job description. The Board agreed take care of it once and for all placing it on the job descriptions.

### **2. Sidewalk Replacement Policy**

Mr. Morris said some of the ruts on Shasta are approaching an inch and some of the pavement has been there for 20 years so it's time to start considering a grind and inlay and before we can do that, State and Federal rules say we have to replace the ramps at the corners. He presented two options and costs to the Board. The Board was in agreement to proceed with option A.

### **3. Equipment To Be Sold At Auction**

There are four pieces of equipment, they'd like to put in the auction. Two of them are brooms and are above the \$10,000 value limit. The other is a \$5000 three wheeled roller and 2003 3/4 ton gas 4x4 with 150,000 miles on it. Commissioner Boyd asks Mr. Morris to see if Solid Waste is interested in one of the brooms. The Board was in agreement for Mr. Morris to proceed.

## **7. Aaron Hartman - Community Corrections**

### **1. Community Corrections Dashboards**

Aaron Hartman introduced the Board to Community Corrections' Dashboards which he and his team have worked to develop over the last couple of years. They receive data downloads from the Department of Corrections and his staff work with the data to create the Dashboards which include data about caseloads, how Community Corrections' staff contact people, what they do when they contact them, how contacts look overtime, how behavior changes over time, the number of people under supervision at any given time, where they're at in the supervision process and names and locations of those under supervision. Mr. Hartman said he recently showed the dashboards to other Community Corrections Directors and he had inquiries from other Counties asking if we would be willing to setup the same system and host it for other counties. Mr. Hartman said, we are here to ask for your permission to proceed with looking into hosting this for other counties. Currently there are 6 other southern counties that would like to participate. He said, this is a chance for use to provide a service and also have a revenue source. Commissioner Boyd said, I don't want Klamath County to hugely profit on the back of another county but on the same token I don't want to subsidize another county so I'm all for you investigating this, but you need to come up with a scale or a method of charging because obviously Lake County would be considerably different than Jackson County. Jessica Chastain said, it took considerable resources from my staff, about a month worth of time from one of my senior members and it took a considerable amount of time from for Corrections staff as well. She said, I recommended that Community Corrections offer this as is and not a as customizable. She said, I also asked that we look throughout the entire State not just the southern counties so we can estimate the resource need such as servers. Commissioner Morris said, it sounds like you have support from the Board. She suggested making a presentation to AOC to see if others are interested, it would be perfect for the AOC Public Safety Committee. Commissioner Boyd suggested Mr. Hartman talk to Marcus Henderson about a user agreement. Mr. Hartman said, we all share the same system within the State so they would all have access to the same information I showed you today. Commissioner Morris said, you have permission from the Board to explore away.

## **8. Stephanie Brown - Community Development**

### **1. Fee Waivers**

Stephanie Brown and Allan Brown address the Board. They recently met with

multiple County departments to discuss putting together a relief package for homeowners affected by the Two Four Two fire. They came up with a number of fee waivers and discounts to offer the affected citizens. Commissioner Morris said, I have a couple goals, I want to help and we are in a position to help. I'd like to move forward with this approach but I'd like a lane for someone to be able to apply if they do not have insurance and are not able to get help from FEMA. Commissioner Boyd said, I'd rather not see the County go backwards, I rather see them recover their costs so more of the 60% reduction. Commissioner DeGroot said, I am good with how this is written. Commissioner Boyd said, I don't think the camping thing should go for 36 months. Ms. Brown said, that's only while they are building their home. Commissioner Boyd said, anyone can build a home in 24 months. He expressed his concern about people already violating the camping ordinance. Ms. Brown said, we already have it in our Code that they can camp while they are rebuilding but they have to renew it every year. Commissioner Boyd said, I'd like to leave it that way. He said he'd like them to pay for the permit renewal. Ms. Brown said, \$146.00. Commissioner DeGroot said, again I'm good with how this is written. I look at how much time it might take for someone to get an insurance payout and then go through the design process and it could easily take two years before they break ground. The Board gave consensus for staff to move forward through the process. The Board agreed to reach back out to Ms. Brown if they want the \$146.00 fee to not be waived before the October 9th community meeting.

## **9. Todd Kepple - Museum**

### **1. Coronavirus Relief Fund Cultural Support Program Grant Agreement**

Todd Kepple addresses the board. The Museum has served as the fiscal agent for the local cultural coalition for many years. This year, the Oregon Cultural Trust got 26 million dollars from the State Legislature with instructions to hand it out by tomorrow. He said, we will get, \$74,000.00 to handout. Commissioner Morris said, we did have Marc and Leslie look at it and he and Leslie didn't raise any flags. Marcus Henderson said he and Leslie do not have any objections. Commissioner Morris motions to authorize the Executive Director for the Museum to sign off on the Coronavirus Relief Fund Cultural Support Program Grant Agreement. Commissioner Morris amends her motion to include that the Executive Director is authorized to sign future agreements related to this agreement. Commissioner Boyd asks, who is the Executive Director? Commissioner DeGroot said, Todd Kepple. Commissioner Morris said, it's listed as the Executive Director on the agreement. Commissioner DeGroot said I will second your motion and amendment and offer another amendment to replace Executive Director with Todd Kepple. Unanimous vote. Approved.

## **10. BOCC**

### **1. HR Positions And Budget**

Commissioner Morris said, in my mind, I still want to get it through where we

change Amanda from interim to Director and Amanda will work with her team on the concept that our staff floated of what are things they can maybe take and once that all shakes out, you'll have a better idea of whether you need additional staff. Commissioner Boyd said, that's how I envision it too. Commissioner Boyd said he's not so sure we need the specialist position. Ms. Van Riper said the specialist position right now processes all employee changes, step increases, recruiting and AP. Commissioner Boyd asks, how do you feel about the BOCC staff doing that? Commissioner DeGroot asks, most of that is data entry? Ms. Van Riper said the change of status and boarding are pretty interactive with departments and employees but we could move some of those responsibilities to the Admin Assistant. She said, if we move too many things around, I would like to look at reclassifying that position because that would be a lot of additional duties. Ms. Van Riper said, BOCC staff could help us with our recruiting process, post jobs, getting evaluations out, annual pay increases and help prepare for orientation. Commissioner Boyd said, HR prescreens people that apply, I've had a lot of Department Heads says they'd like to do that themselves. Ms. Van Riper said, we've stopped doing that prescreening. We gave the access back to the Department Heads and asked them to let us know who they are interviewing.

Commissioner Morris said, as a next step, let's ask Amanda to meet with Sandy to go over things and agree on what they think might work. Commissioner DeGroot said, that sounds perfect. Commissioner Boyd said, I'd like to post the benefit position. The Board was in agreement. Commissioner DeGroot said, if that means you have to maybe pull down the other position and rewrite it based on your conversation with Sandy. Commissioner DeGroot asks if the structure of the department should stay the same with Marc overseeing it. Commissioner Boyd said, my feeling is, once you have a Department Head, that person should be supervised by someone else. He said, that doesn't mean they shouldn't still work together, they should. Commissioner Boyd confirmed that Marc and Susan are getting a 5% stipend. Commissioner DeGroot said, you guys know how I feel about doing some consolidation in that area. I think we have a fantastic team in place. Does our structure work for 20 years down the road, I look at it as no. Commissioner Morris said, we've still never done the strategic planning. Commissioner DeGroot said we have the comp and class coming up too. **Commissioner DeGroot motions to move Amanda to Director of Human Resources. Commissioner Morris seconds.** Commissioner DeGroot said, what do you want to do with the stipends? Commissioner Morris will talk with the department and bring it back to the Board. Commissioner Boyd said he is good with that. He said he'd like to have Vickie Noel be included in the conversation between Sandy and Amanda since there are Finance functions that HR is doing. **Unanimous vote. Approved.**

## 11. Other County Business

None.

## 12. Adjournment

2:48pm

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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