



Board of Commissioners' Administrative Meeting  
February 25, 2020 ~ 1:00 pm ~ Room 214

2/25/2020 - Minutes

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

Commissioner Morris, Commissioner DeGroot, Commissioner Boyd, Sandy Cox/Admin Staff, Lisa Wheeler/Human Resources, Jeremy Morris/Public Works, Vickie Noel/Finance, Jessica Chastain/Information Technology, Brandon Fowler/Emergency Manager, Becca Robbins/Herald and News

**2. Approve Minutes From Last Meeting**

Commissioner Morris approves minutes from the February 18, 2020 Admin Meeting.

**3. Lisa Wheeler - Human Resources**

**1. Department Request - Public Works Reclassification**

Lisa Wheeler addresses the Board. Commissioner DeGroot motions to approve the reclassification and move Johnathan Redd to Engineer Aide III, step 5 as of June 1 2020, Commissioner Boyd seconds. Commissioner Boyd asks why step 5 as opposed to step 2? Morris responds to keep in line with going rate. Commissioner Boyd gives the exact annual figure regarding the increase. Unanimous vote. Approved

**2. Comp & Class RFP Review Committee Results**

Lisa Wheeler addresses the Board, reviews the three response to the Class and Comp RFP and committee request, seeks guidance on how the BOCC wants to move forward. Commissioner Boyd motions to hire MGT Consulting to provide Class and Comp services, Commissioner DeGroot seconds. Commissioner Boyd amends motion to include paying for the service from General Fund non-Departmental, Commissioner DeGroot seconds amendment. Commissioners Boyd and Degroot vote in favor, Commissioner Morris opposed. Approved

**4. Jeremy Morris - Public Works**

**1. Joe Wright Road - Bridge Work Road Closure**

Jeremy Morris addresses te Board with update, will be notifying the public of bridge closure 3/16 - 3/29 and placing appropriate signage. Commissioner Boyd asks if crews will be working on the weekends? Jeremy Morris responds will do their best to keep project on pace without having to work

the weekend causing overtime.

## **5. Vickie Noel/Finance - Block Grant Financial Questions**

Vickie Noel addresses the Board with questions pertaining to financial end of CDBG grant process.

1. Where will we be accounting for funds?
2. Are we passing through money for Grant Administration? Yes
3. Who will process cash receipts? BOCC consensus is for Finance to handle.
4. Funds will need to be in a Federal Revenue line item (46000) to make sure we report on the single audit in the financial statement. BOCC is good with this.

## **6. Jessica Chastain / Information Technology**

### **1. Position**

Jessica Chastain addresses the Board, will be starting a private business, will not interfere with County job. Board consensus is to allow. Commissioner Boyd asks HR to prepare a memo allowing her to proceed.

## **7. BOCC**

### **1. Discover Klamath Funding Request**

Commissioner Morris recaps Discover Klamath's funding request. Commissioner DeGroot suggests holding this over to the next Finance meeting, which is March 31. Noel responds that there is some carry over in the Tourism fund. Consensus is to hold over to next Finance meeting March 31, 2020

### **~~2. Global Relay Invoice Discussion (Continued From 2/18)~~**

### **3. Timeclocks**

Table till Mid March.

### **4. 1500 Esplanade Owner Statement**

Commissioner Boyd presents document to allow ZCS to begin work on 1500 Esplanade. Commissioner DeGroot motions to allow Commissioner Boyd to sign document allowing ZCS to proceed with work, Commissioner Morris seconds. Unanimous vote. Approved

### **5. In The Matter Of An Order Proclaiming Opposition To Senate Bill**

### **1530. - BOCC**

Commissioner Boyd motions to sign order opposing SB1530, Commissioner DeGroot seconds. Unanimous vote. Approved

### **6. Drought Declaration**

Brandon Fowler addresses the Board. Commissioner Boyd indicates that we did declare a drought in 2018 and we should have a template to do one for this year, further indicates we need to move on this sooner rather than later. Commissioner Morris asks if there is a threshold that we need to be at to declare a drought? Fowler responds. Board consensus is for Fowler to move forward with processing the request for the Governor.

### **7. KCC Student's Request To Have Employees Complete Surveys**



Commissioner Morris reviews email request from KCC student. Board consensus is ok to move forward and ask employees to participate in survey.

### **8. Other County Business**

None

### **9. Adjournment**

1:30pm

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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