



Board of Commissioners Administrative Agenda  
January 21, 2020 ~ 1:00pm ~ Room 214

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

**2. Approval Of Minutes**

**3. Lisa Wheeler - Human Resources**

**1. Department Request - BOCC Tom Banks**

Documents:

[DEPARTMENT REQUEST - BOCC BANKS.PDF](#)

**2. Department Request - Public Health**

Documents:

[DEPARTMENT REQUEST- PUBLIC HEALTH FTE REQUEST 1-21-20.PDF](#)

**3. Department Request - CDD Building**

Documents:

[DEPARTMENT REQUEST - CDD BLDG FTE REQUEST 1-21-20.PDF](#)

**4. Exception To Policy - CDD - Building**

Documents:

[EXCEPTION TO POLICY - CDD HIRE 1-21-20.PDF](#)

**4. Jennifer Little - Public Health**

**1. Public Health FOB System - Maintenance/IT Funds**

## **2. Tobacco Retail License Inspection Results Report**

Documents:

[KCPH TRL INSPECTION RESULTS REPORT DEC 2019  
FINAL.PDF](#)

## **5. Vickie Noel / Finance**

- 1. Approval Of Internal Service Fund Charges (Internal Services, Technology Services)**
- 2. Approval Of Facility Services Fund Charges**
- 3. Review Allocations Calculated By Finance, HR, IT And Assessor**

## **~~6. Jeremy Morris / Public Works~~**



- ~~4. Snow Removal Resolution Revision~~**

## **7. BOCC**

- 1. Klamath Ice Sports Funding Request**
- 2. Public Works Office Closure Request**

## **8. Other County Business**

## **9. Adjournment**

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

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**KLAMATH COUNTY**  
**Human Resources**

To: Board of County Commissioners  
From: Lisa Wheeler  
Human Resources Director  
  
Date: January 16, 2020  
Re: Department Request – BOCC Tom Banks

**Date Scheduled for Administrative Meeting: January 21, 2020**

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On behalf of Donnie Boyd, County Commissioner, we are seeking approval to re-hire Tom Banks on a part-time on-call basis after his retirement. Mr. Banks is currently the Director of Maintenance and is retiring effective March 3, 2020 after 26 years of service.

We would like to have approval to bring Mr. Banks back to help the Maintenance Department as needed for the next few months in order to assist with the transition of duties to the new Director or with any general questions or concerns that require his historical knowledge.

Mr. Bank's re-hire status would be part-time, not to exceed 19 hours a week, and not benefits eligible. He would be compensated at his current hourly pay rate of \$40.10 for any hours that he is asked to work.

The fiscal impact would be based on actual hours worked and the department has the money in its budget.

**Suggested Motion:** Hereby motion to approve the request to re-hire Tom Banks on an on-call status as outlined above:

\_\_\_\_\_  
Chair  
  
Approved   
Disapproved   
  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner  
  
Approved   
Disapproved   
  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner  
  
Approved   
Disapproved   
  
\_\_\_\_\_  
Date



**KLAMATH COUNTY  
Human Resources**

To: Board of County Commissioners

From: Lisa Wheeler  
Human Resources Director

Date: January 16, 2020

Re: **Department Request – Public Health 0.75 FTE Request**

**Date Scheduled for Administrative Meeting:** January 21, 2020

On behalf of Jennifer Little, Public Health Director, we are seeking your approval to add back a Local 737 Union 0.75 FTE “Program Coordinator” position effective February 1, 2020.

Klamath County Public Health (KCPH) has historically had a Program Coordinator to complete the work outlined in Program Element 13 for the Tobacco Prevention and Education Program.

As Fiscal Year 19-20 approached, grant funding from Oregon Health Authority (OHA) was uncertain, so the position was eliminated.

OHA has finalized funds and allocated \$185,091 to KCPH for October 2019 through June 30, 2021, which will support a 0.75 FTE position.

The Program Worker would be paid at an LH20 Step 1 rate of \$21.22 per hour, with a FY20 budget impact of \$30,196.65 and FY21 budget impact of \$41,872.69 to the Public Health budget.

**Suggested Motion:** Hereby move to approve the request to add the Program Coordinator position to the Public Health budget as outlined above.

\_\_\_\_\_  
Chair  
Approved   
Disapproved

\_\_\_\_\_  
Commissioner  
Approved   
Disapproved

\_\_\_\_\_  
Commissioner  
Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**KLAMATH COUNTY  
Human Resources**

To: Board of County Commissioners  
From: Lisa Wheeler  
Human Resources Director

Date: January 16, 2020

Re: **Department Request – CDD BLDG Position Request**

**Date Scheduled for Administrative Meeting: January 21, 2020**

On behalf of Stephanie Brown, Manager of Community Development Department, we are seeking your approval to add one non-union part-time “Commercial Electrical Inspector” position effective February 1, 2020.

The position will be 100% funded by the Building Division 5050-6030-6031-6000 fund.

This part-time position is limited to working a maximum of 19 hours per week, will not be benefit eligible, and varies on the days and times needed.

The part-time Commercial Electrical position will report directly to the acting Building Official.

The Building Division has money in the budget and a budget resolution will follow during the budget year. The part-time Commercial Electrical Inspector would be paid an hourly rate within the UH29 grade step 1 \$28.59 per hour – to step 4 \$32.60 per hour, with a maximum budget impact of \$38,867 at step 4 to the Building budget.

**Suggested Motion:** Hereby move to approve the request to add the part-time Commercial Electrical Inspector position to the CDD budget as outlined above:

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Chair  
  
Approved   
Disapproved   
  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner  
  
Approved   
Disapproved   
  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner  
  
Approved   
Disapproved   
  
\_\_\_\_\_  
Date



**KLAMATH COUNTY**  
**Human Resources**

To: Board of County Commissioners

From: Lisa Wheeler  
Human Resources Director

Date: January 16, 2020

Re: **Exception to Policy – CDD Building Division Hire Request**

**Date Scheduled for Administrative Meeting: January 21, 2020**

On behalf of Stephanie Brown, Manager of Community Development Department, we are seeking your approval for an exception to the Human Resources Policy and Procedure Manual, Section 020 Recruitment & Selection.

We would like to hire James Schols into the vacant (and most recently re-created) part-time position of Commercial Electrical Inspector. This part-time position is limited to working a maximum of 19 hours per week, will not be benefit eligible, and varies on the days and times needed.

Mr. Schols has been working for the Klamath County Building via emergency hire since August of 2019. He has demonstrated a positive and collaborative “can-do” attitude with great abilities and work ethic since working with our department and within the building community. Mr. Schols possesses an A-Level Commercial Electrical certification, and an Oregon Inspector Certification, as well as having years of experience working in the electrical field.

Mr. Schols will fill this position upon your approval, converting from emergency hire step 4 UH29 \$32.60 per hour to regular part-time status step 4 UH29 \$32.60 per hour on February 1, 2020.

The Department has money in the budget with a maximum impact of \$38,867 to the Building Division budget.

**Suggested Motion:** Hereby motion to allow the movement of James Schols to the vacant part-time Commercial Electrical Inspector Position as outlined above:

\_\_\_\_\_  
Chair

Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

\_\_\_\_\_  
Date



# Klamath County Tobacco Retail Licensing Program Inspection Results

December 2019

## Background

In 2017, the Klamath Board of County Commissioners and Klamath Falls City Council passed a tobacco retail license (TRL) ordinance in an effort to prevent youth from illegally purchasing tobacco products. In May 2019 the city of Chiloquin also passed TRL. In Oregon, the legal age to purchase tobacco products is 21. To evaluate compliance and effectiveness of the ordinance, Klamath County Public Health (KCPH) personnel conduct unannounced inspections at businesses that hold a tobacco retail license.

## Inspections

KCPH staff and a youth decoy conducted minimum legal sales age (MLSA) and compliance inspections in November and December 2019. KCPH staff provided training to the youth decoy, whose job was to attempt to purchase tobacco products from a retail store. Compliance inspections were conducted to ensure Quit Line cessation information was posted at the point of sale and the retailer's license was displayed.

## Retailers

There are 84 licensed tobacco retailers throughout Klamath County. Ten of the retailers restrict admittance to be those over the age of 21 and are therefore only receive compliance inspections. The remaining 74 received MLSA and compliance inspections. Tobacco retailers in Chiloquin were not included because their licenses are not required until January 1, 2020.

## Results

During the initial TRL inspections in June 2018, 21 of the 70 inspected retailers sold a tobacco product to the youth decoy, resulting in 30% noncompliance. To see improvement, KCPH staff distributed educational materials to tobacco retailers about checking identification cards. Of the 74 inspections conducted during November and December 2019 there was only one failed inspection, resulting in 1.4% noncompliance. The retailer that initially failed was provided education and a re-inspection; the retailer passed re-inspection. This improvement shows the effectiveness of policy change paired with education.

## Recommendations

Tobacco retail licensing is an important step in preventing youth from purchasing tobacco products. In addition to conducting regular inspections, incorporating additional language into current TRL ordinances can strengthen the TRL program. These include the following policy options:

- Restricting the proximity of tobacco outlets near places where children frequent, such as schools
- Restricting the density of tobacco outlets

KCPH will continue to conduct TRL inspections, advocate for stronger tobacco control policy, and educate the community about the dangers of tobacco use.