



Board of Commissioners' Administrative Meeting
February 4, 2020 ~ 1:00pm ~ Room 214

2/4/2020 - Minutes

1. Call To Order & Those Present

Commissioner Boyd, Commissioner Morris; Haley Huffman / Admin Staff; Lisa Wheeler, Amanda Van Riper / Human Resources; Jennifer Little / Public Health; Vickie Noel / Finance.

2. Approve Minutes From Last Meeting

Approved.

3. Lisa Wheeler - Human Resources

1. The Standard STD W2 Wage Reporting

Amanda Van Riper addresses the Board. She received a YTD disability income report from the Standard, who holds our short term disability. In the report, it said we were responsible for issuing W-2s to employees who received short term disability benefits in 2019. She reached out to The Standard and they said this has always been our responsibility. She said, in looking back it looks like we have never reported these wages on W-2s for employees. She said she spoke with OEGB and they cannot report these for us because they do not have access to our payroll system.

Commissioner Boyd asked how far do we have to go back? Ms. Noel said, we at least need to do amended W-2s back seven years. Ms. Wheeler said, we caught 2019 in time but in the previous years it was not known that is was our responsibility. Ms. Noel said, prior to 2015, we had a different carrier and when we switched to OEGB that's when that responsibility switched to us. Ms. Van Riper said we had 8 employees in 2019 which we caught and sent the W-2s to, 4 employees in 2018, 5 in 2017 and we do not have a number for 2016 yet. Ms. Noel said we have to pay Medicare and FICA on those, we'll have to amend our 4th quarter reports and we'll incur penalties and interest.

2. Department Request - Public Health Hire Request

Lisa Wheeler addresses the Board. Commissioner Morris motions. Commissioner Boyd seconds. Unanimous vote. Approved. Commissioner Boyd expressed concerns about our policy of an automatic 5% pay raise for a promotion and whether the promotion is one that the employees ask for or one we give them. Ms. Wheeler said we will likely get recommendations on this if we do a class & comp study.

4. BOCC

1. Complete Signature Card For Housing CDBG



Sandy Cox addresses the Board. She would like the Board to decide who should sign the signature page. Commissioner Boyd asks, what is the signature for? Ms. Cox said, to release the grant funds. Ms. Cox said she recommends Ms. Noel and asks Ms. Noel if she has any suggestions. Ms. Noel said, Ms. Cox should be a signor. Commissioner Boyd said, the Chair should sign for the Board. Board agreed by consensus that Ms. Noel and Ms. Cox will be the two County employees to sign for release of the funds.

5. Other County Business

None.

6. Adjournment

1:20pm

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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