



Board of Commissioners' Administrative Meeting  
February 18, 2020 ~ 1:00pm ~ Room 214

2/18/2020 - Minutes

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

Commissioner Boyd, Commissioner Morris; Haley Huffman / Admin Staff; Jessica Chastain / IT; Lisa Wheeler / Human Resources; Vickie Noel / Finance; Marcus Henderson / Counsel.

**2. Approve Minutes From Last Meeting**

Approved.

**3. Lisa Wheeler - Human Resources**

**1. Human Resources FTE Increase Request**

Lisa Wheeler addresses the Board. Commissioner Morris motions. Commissioner Boyd seconds. Unanimous vote. Approved.

**4. Vickie Noel / Finance**

~~**4. Review Department Requested Budgets**~~

**5. Vickie Noel/Jessica Chastain - AAC Time Clock Discussion**

Jessica Chastain addresses the Board. She obtained quotes on timeclocks. Vickie Noel said she brought this topic before the Administrative Advisory Committee. The Committee, overall, was more negative than positive about implementing a timeclock system. Commissioner Boyd said, every concern brought up has been figured out. He said, this is not punitive. It is to become more efficient within the County. Ms. Chastain said she spoke with the IT Director of another County and they said people did have a lot of questions and were negative about it in the beginning but it turned positive as they used the system. It made payroll a lot easier and a lot more consistent. Commissioner Morris asks, does the Board want to take the quotes under advisement and wait until all three Commissioners are here? Ms. Chastain said, both quotes that she presented are compatible with SpringBrook. Commissioner Boyd said he reached out to Josephine County, they use Timeclocks Plus. They said it was a great move for the County and they would never consider going back. He said, Commissioner DeYoung told him the same thing. Commissioner Boyd said, this is more of a long term cost savings allowing administrative staff to be doing other things than payroll, this is not a punishment. Commissioner Boyd asks, what is the life of the system? Ms. Chastain said, 5-10 years. Commissioner Boyd said, he'd like to take some time to look at what the cost savings would be. He'd like to talk with each department to see how much time staff currently takes

to process payroll. The Board agreed to put this item on an agenda in a few weeks when all three Commissioners will be present. Commissioner Boyd asks Ms. Wheeler, this is not something we need to bargain correct? Ms. Wheeler said there is nothing specifying in the CBAs on how we collect time. Ms. Noel said she hasn't read anything either.

## **6. BOCC**

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

Board agreed to wait until all three Commissioners can be present.

### **2. Global Relay Invoice**

Sandy Cox addresses the Board. She received an invoice from Global Relay for \$3500.00. This is regarding retention costs for the new social media pages, Twitter, YouTube and Instagram that are part of the BP Media contract. She said she needs to know what fund to pay it from and we'll need to budget for the annual cost of approximately \$9600.00

Commissioner Boyd asks about the annual costs. Ms. Cox said the \$3500 invoice includes setup fees. Going forward the actual quarterly cost will be about \$2700.00. Ms. Chastain said currently her department has been billing the departments that use social media for the retention costs but not the social media related to the BP Media contract, YouTube, Twitter and Instagram. Commissioner Morris said, in her mind this is just a cost of doing business in a technology based society. Commissioner Boyd said, in his mind he's not sure we can afford \$85,000 for this. He said, he feels we should wait to have a conversation with Commissioner DeGroot.

Commissioner Morris said, the Board decided to try BP Media for the contract length and then reevaluate. Commissioner Boyd said the contract was up to \$75,000. Commissioner Boyd suggested we pay this bill and then have the conversation with Commissioner DeGroot. Ms. Cox confirmed the issue now is this is not individual departments using these it is BP Media reposting what is on our Facebook page. Commissioner Morris said, lets move it through IT.

### **3. KWUA Letter To Governor**

Commissioner Morris said, it's her understanding that these go through Emergency Management or are started by the Emergency Manager.

Commissioner Boyd questions this letter and the letter the Board just received thanking them for the 9 million dollars. Commissioner Morris would like Commissioner Boyd to talk with our Emergency Manager about this.

### **4. Proclamation Opposing SB1530**

Board agrees to have staff write a similar letter to send out.

### **5. Approval To Apply For Wolf Depredation Compensation And Financial Assistance Grant**

Commissioner Boyd motions. Commissioner Morris seconds. Unanimous vote. Approved.

## 6. Veteran's Office Closure

Commissioner Morris said she received an email from the Veteran's Services department requesting a temporary closure on Thursday, February 20th from 6:00am-7:00am and 12:30pm-1:30pm. Commissioner Morris motions to approve the request. Commissioner Boyd seconds. Unanimous vote. Approved.



## 7. Other County Business

Commissioner Morris asks if the Board would like to post the Developmental Disabilities Director position since we received a letter of resignation from our current director.

Commissioner Boyd said he'd like Commissioner Morris to work with Director Wheeler and Director Squibb to review the job description and then post the opening.

## 8. Adjournment

1:32pm

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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