



Board of Commissioners' Administrative Meeting
March 10, 2020 ~ 8:30 am ~ Room 214

3/10/2020 - Minutes

1. Call To Order & Those Present

Commissioner Morris, Commissioner DeGroot, Commissioner Boyd (Left at 1:19pm), Sandy Cox/Admin Staff, Lisa Wheeler/Human Resources, Brandon Fowler/Emergency Manager, Sheriff Kaber, Jessica Chastain/Information Technology, Vickie Noel/Finance, Phillip Squibb/Developmental Disabilities, Rick Vaughn/Tax Collector, Dan Golden/Juvenile, Jennifer Little/Public Health, Leslie Barlow-Hunter/Risk Manager, Marc Henderson/County Counsel, Becca Robbins/Herald and News

2. Approve Minutes From Last Meeting

Commissioner Morris approves minutes from last Administrative Meeting.

3. Lisa Wheeler - Human Resources

1. Department Request - DD FTE Increase Request

Lisa Wheeler/Phillip Squibb address the Board. Commissioner Morris motions to add the FTE, Commissioner DeGroot seconds. Commissioner Boyd questions the classification? Squibb responds. Unanimous vote. Approved

2. Department Request - Tax/Code Enforcement

Lisa Wheeler/Rick Vaughn address the Board. Commissioner DeGroot motions to bring Gale McMahon on PT/on-call basis, Commissioner Morris seconds. Commissioner Boyd asks where his station would be located. Vaughn responds has not been actually designated, but will find an empty desk for him to prepare for Court if needed. Unanimous vote. Approved

4. Jennifer Little - Public Health

1. Corona Virus In The Workplace

Jennifer Little/Lisa Wheeler/Marc Henderson/Jessica Chastain address the Board seeking guidance regarding policy/procedures that may need to be addressed if there is an outbreak with County employees of the Corona Virus. Discussion that the BOCC needs to think about thresholds if there were to be a case or perhaps multiple cases with County employees. Little explains levels of risk regarding the virus and when and if quarantine might be necessary. Different scenarios discussed regarding if employees were to become ill. Commissioner Morris asks if there is anything that needs to be

tended to at the policy level at this point. Jennifer Little indicates that Department Heads should look at their department operations and think about what they would need to do if there is an outbreak. Commissioner Morris suggests an email to Department Heads and give them some points to think about, Commissioner DeGroot agrees, but please preface that we are not in any way in a state of emergency at all. Commissioner DeGroot would not want to consider any type of pay for someone that is ill unless Public Health or physician has signed off or quarantined them. Commissioner Boyd states that we have many employees that take their sick leave immediately upon receiving it, so doesn't think that County taxpayers should have to take on the burden of paying them when they have used up all their leave and now may potentially need to be quarantined. (Commissioner Boyd leaves meeting 1:19) Commissioner Morris questions our sick leave policy, Vickie Noel explains. Discussion about employees working "light Duty" or working in a different position if something were to happen, Leslie Barlow-Hunter responds that there would be many factors to consider if light duty or alternate position were to be considered. Commissioner Morris motions to approve recommendation of HR to use framework set forth in OR Counties Feedback email moving forward, Commissioner DeGroot seconds. Unanimous vote. Approved

5. Brandon Fowler - Emergency Management

1. Klamath Basin Home Builders Assoc. Agreement

Brandon Fowler addresses the Board. Commissioner DeGroot motions to allow Fowler to sign the agreement, Commissioner Morris seconds. Unanimous vote. Approved

2. Hazard Mitigation Grant Program Resolution

Brandon Fowler addresses the Board. Commissioner Morris motions to allow Fowler to be the signatory for the Hazard Mitigation Grant Program.

6. Sheriff Kaber

Sheriff Kaber addresses the Board regarding parking and safety issues on Vandenberg, presents maps and suggestions on improvements regarding Sheriff's office and Community Corrections. Dan Golden further elaborates on Juvenile's future improvement plans. Commissioner Morris will connect with Oregon Tech to see if they might have an Engineer student that would like to take this on as a project.

7. Jessica Chastain / Information Technology

1. Network Security

Jessica Chastain addresses the Board regarding a program for network security. Commissioner Morris suggests Jessica work with her Liaison Commissioner and get before the BOCC on a Tuesday Business meeting. Commissioner DeGroot would like to have this discussion prior to a Business meeting so that funding can be discussed. Commissioner

DeGroot suggests having Jessica prepare this for a Business meeting in addition to adding this matter to the Finance meeting at the end of this month for the funding discussion.

8. BOCC

1. Museum Department Head

Tabled to 3/17/20 meeting

2. RC&D Annual Sponsorship

Commissioner Morris motions to pay bill out of General Fund non-Departmental, Commissioner DeGroot seconds. Unanimous vote. Approved

3. Contractor Incentive Program/Expense Clarification

Tabled to 3/17/20 meeting

4. Designate An LEP Coordinator

Sandy Cox addresses Board, need to designate a Limited English Proficiency Plan Coordinator, explains what plan is and that other County's in Oregon have designated HR as coordinator. Lisa Wheeler indicates they are short staffed and don't feel they can take on this project. Cox explains that the County must implement the plan before the CDGB grant projects can proceed. Commissioner Morris will check with someone at Public Health to see if someone up there can take it on.

5. Designate Section 3 Coordinator

Sandy Cox addresses the Board, need to designate a Section 3 Plan Coordinator, explains what plan is and that other County's in Oregon have designated Contracts or Housing Authority as coordinator. Leslie Barlow-Hunter/Marc Henderson do not feel their office should be the coordinator. Commissioner DeGroot will talk to local housing authority and see if they are interested.

6. Spence Mountain Folo



Tabled to 3/17/20 meeting

9. Other County Business

None

10. Adjournment

2:00 pm

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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