



Board of Commissioners' Administrative Meeting
August 13, 2019 ~ 1:00 pm ~ Room 214

8/13/2019 - Minutes

1. Call To Order & Those Present

Commissioner Boyd; Commissioner DeGroot; Commissioner Morris; Mika Blain/County Counsel; Lisa Jackson/Human Resources; Sue Murphy/Finance; Sandy Cox/Admin Staff; Stephanie Brown/CDD

2. Approve Minutes From Last Meeting

Commissioner Boyd approves minutes from August 6, 2019 meeting

3. Lisa Jackson - Human Resources

1. Nationwide Update

Mika Blain addresses the Board regarding Master Agreement and what the plan amendment will look like, most all the documents are ready to go, is the BOCC ready to notify employees about the conversion? Jason Davidson and Tom Bryan from HYAS Group join via phone. They are looking at end of September for the conversion date. Discussion that communication to the employees is vital. Commissioner DeGroot suggests HR prepare the communication to employees for the BOCC to review. Commissioner Boyd would like the benefit to the employees be explained in the communication. Jason Davidson will provide template letters for consideration. Mika will finalize the resolution and amendment for presentation to the BOCC in a Business meeting.

2. Department Request - CDD Admin. Reclassification

Lisa Jackson addresses the Board. Commissioner DeGroot motions to move April Cobb to a Permit Tech, Commissioner Morris seconds. Unanimous vote. Approved

3. Department Request - CDD Building Reclassification

Lisa Jackson addresses the Board. Commissioner DeGroot motions to reclassify Freddie Gerrard Marin to a Building Inspector III/Residential Plans-Multi Family Plan Reviewer, Commissioner Morris seconds. Unanimous vote. Approved

4. Department Request - CDD New Position - Management Assistant

Lisa Jackson addresses the Board. Commissioner DeGroot motions to create a new position: CDD Management Assistant, Commissioner Morris

seconds. Commissioner DeGroot asks for further clarification about the need for the position and fiscal impact, Brown explains. Commissioner Boyd asks if they had someone in mind to fill the position and if the person is hired what happens to the current position? Brown explains they would leave it vacant for the time being. Commissioner DeGroot asks if we can just change her title/position? Jackson responds that they have to create the position and post internally. Position is already approved by the union. The vacant position could be deleted at a later date if need be. Unanimous vote. Approved

4. BOCC

1. Letter To AOC Board Of Directors (DD)

Commissioner DeGroot present letter to AOC to support direct hire Mike Elliason as the director rather than AOC actually spending money for a recruitment firm. Commissioner Morris is in support of signing the letter. Commissioner DeGroot motions to sign the support letter to AOC, Commissioner Morris seconds. Unanimous vote. Approved

2. Strategic Plan Discussion

Commissioner Morris would like to see us move forward on a County strategic plan, recently viewed Lane County's and really likes it. Commissioner DeGroot would like to see an RFP prepared for consulting help. Commissioner Boyd would like to see someone contact Lane County about their plan. Commissioner DeGroot volunteers to get ahold of Lane County for details and bring back to the Board.

5. Other County Business

Commissioner Morris was contacted by Merrill Solar to see if the BOCC would reconsider their decision. Commissioner DeGroot thinks it would be ex parte contact. Commissioner Boyd says we need to postpone any communication until after the joint BOCC/Planning meeting tomorrow evening, wants to talk with Planning Commission more.

Commissioner Boyd brings up Government Center doors being opened @6:30am, is proposing that maintenance open the building no earlier than 7:30am. Commissioner consensus is to direct maintenance to open the Government Center no earlier than 7:30am, Commissioner Boyd will talk to maintenance about the time change and do a key audit. Additional discussion about HR facilitating the key exchange and being the "middle" department, need to cut HR out of that and have Maintenance issue the keys, BOCC good with that as well.

Commissioner Boyd talks about securing the stairwell to the basement at the Government Center. Commissioner DeGroot would like to see Maintenance's plan and fiscal impact.

Commissioner Boyd will also talk to maintenance about locking the building in the evening.

Commissioner Boyd talks about extending operation hours and allowing employees to flex

hours, such as 10 hour days etc. Commissioners to think about it and bring it back at later date.

6. Adjournment

1:43PM

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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