



Board of Commissioners Administrative Agenda
March 2, 2021 ~ 1:00pm ~ Room 214

1. To Watch A Live Stream Of This Meeting, Click The Link Below Or Go To www.klamathcounty.org

[HTTP://WWW.KLAMATHCOUNTY.ORG/800/KLAMATH-COUNTY-GOVERNMENT-TELEVISION---L](http://www.klamathcounty.org/800/KLAMATH-COUNTY-GOVERNMENT-TELEVISION---L)

2. Call To Order & Those Present

3. Approve Minutes From Last Meeting

4. Amanda Van Riper - Human Resources

1. Department Request – Sheriff’s Office Time Donation

Documents:

[DEPARTMENT REQUEST - TIME DONATION.PDF](#)

2. Exception To Policy – Sheriff’s Office Hire

Documents:

[EXCEPTION TO POLICY-SHERIFF.PDF](#)

3. Exception To Policy – Sheriff’s Reclass (Corrections Cooks)

Documents:

[DEPARTMENT REQUEST - SHERIFF RECLASS COOK.PDF](#)

4. Exception To Policy – Sheriff’s Reclass (Maintenance)

Documents:

[DEPARTMENT REQUEST - SHERIFF RECLASS MAINTENANCE.PDF](#)

5. BOCC

1. Strategic Budget Follow Up Brainstorming



2. Planning Commission Meeting Protocol

Documents:

[FW_ MARCH 16TH HEARING .PDF](#)

6. Other County Business

7. 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

E-mail: bocc@klamathcounty.org Website: www.klamathcounty.org



**KLAMATH COUNTY
Human Resources**

To: Board of County Commissioners

From: Amanda Van Riper
Human Resources Director

Date: March 2, 2021

Re: Department Request – Sheriff Time Donation Request

Date Scheduled for Administrative Meeting: March 2, 2021

In accordance with Human Resources Policy and Procedure Manual Sections 321, Donation of Vacation and/or Sick Time, it states that vacation and sick time can be transferred to another employee if approved by the BOCC.

On behalf of Sheriff Chris Kaber, we are seeking your approval of time donation Corporal Daniel Saltenberger.

The Saltenberger family just had a premature baby that has additional health concerns. As a result, Daniel will be out of work until at least the second week of April and has nearly exhausted his leave banks. His banks will be completely exhausted prior to awarding any donated leave.

Attached is the department's request for approval.

Suggested Motion: Hereby motion to approve the time donation request Corporal Daniel Saltenberger 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: Amanda Van Riper
Human Resources Director
Date: March 2, 2021
Re: **Exception to Policy Request – Sheriff**

Date Scheduled for Administrative Meeting: March 2, 2021

On behalf of Sheriff Chris Kaber and Lt. Randy Swan, we are seeking your approval for an exception to the Human Resources Policy and Procedure Manual, Section 020 Recruitment & Selection.

We are requesting permission to offer Mitch Martin a Patrol Deputy position at Step 5 of the PH10 pay range, which is \$27.80 per hour. Deputy Martin is a retired California Police Officer with over 20 years of law enforcement experience. Deputy Martin has not only worked patrol but has also acted as a supervisor, while assigned to Detectives, has been a Field Training Officer, served in specialty divisions and SWAT/negotiations. He has experience working for a rural county Sheriff's Office and seems to understand the demands in an office like ours. As a seasoned lateral deputy with minimal training, we could quickly become a valuable asset to the community.

The department has the money in their budget.

Suggested Motion: Hereby motion to allow the exception to offer Mitch Martin the Patrol Deputy position at step 5 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: Amanda Van Riper
Human Resources Director

Date: March 2, 2021

Re: **Department Request – Sheriff’s Office Reclass**

Date Scheduled for Administrative Meeting: March 2, 2021

On behalf of Sheriff Chris Kaber, we are seeking your approval to reclassify the Corrections Cooks from an LH07 to an LH13.

Corrections Cooks are responsible for cooking meals for inmates, directly supervising adult prisoners working in the kitchen with them, ensuring that knives, forks, and other utensils are all accounted for and put away when inmate is done working with them and that nothing has been removed from the kitchen and taken into the housing units.

As a result of these duties, we are requesting a reclassification to help retain our current Corrections Cooks and recruit new cooks should the need arise.

We are requesting to reclassify the Corrections Cooks as follows:

- Misty Mell would be reclassified from an LH07 Step 4 (\$13.00) to an LH13 Step 1 (\$15.47)
- Leticia Feliciano would be reclassified from an LH07 Step 4 (\$13.00) to an LH13 Step 1 (\$15.47)
- Tracy Young would be reclassified from an LH07 Step 6 (\$14.06) to an LH13 Step 3 (\$16.73)

These positions are represented by the Local 737 Union.

The department has the money in their budget.

Suggested Motion: Hereby motion to approve the request to reclassify the Corrections Cooks 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: Amanda Van Riper
Human Resources Director

Date: March 2, 2021

Re: **Department Request – Sheriff’s Office Reclass**

Date Scheduled for Administrative Meeting: March 2, 2021

On behalf of Sheriff Chris Kaber, we are seeking your approval to reclassify Kevin Kennel, from Facilities Control Systems Tech, to Facilities Control Systems Tech/Fleet Manager.

With the addition of the Fleet Manager title, Mr. Kennel’s additional duties will include: maintenance of all Sheriff’s Office vehicles including minor and moderate repairs, coordinating/performing installation and removal of emergency equipment from vehicles, maintaining and repairing radio controls, antennas, and cables; facilitating the purchase and delivery of vehicles, and operating various equipment and machinery.

We are requesting to reclassify Mr. Kennel to a Facilities Control Systems Tech, moving Mr. Kennel from an LH20 step 5 (\$25.44) to an LH 22 step 5 (\$28.04).

This position is represented by the Local 737 Union.

The department has the money in their budget.

Suggested Motion: Hereby motion to approve the request to reclassify Kevin Kennel to a Facilities Control Systems Tech/Fleet Manager as outlined above:

Chair

Approved
Disapproved

Date

Commissioner

Approved
Disapproved

Date

Commissioner

Approved
Disapproved

Date

From: [Derrick DeGroot](#)
To: [Sandra Cox](#)
Cc: [Erik Nobel](#)
Subject: FW: March 16th Hearing
Date: Friday, February 26, 2021 8:46:24 AM

Please place on Admin

From: Erik Nobel
Sent: Thursday, February 25, 2021 4:49 PM
To: Derrick DeGroot <ddegroot@klamathcounty.org>
Cc: Libby Gallagher <lgallagher@co.klamath.or.us>
Subject: March 16th Hearing

Hi:

A the last hearing there was a few member of the public that watched the hearing standing in the back of the room even though the meeting was closed to in person attendance. At the next hearing, March 16, would it be helpful if we had the PC come thru a side door and have all the main door locked at 5:00?

Thanks

Erik Nobel
Klamath County Planning Director
541-851-3648