



Board of Commissioners Administrative Agenda
June 22, 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. Bill Gillmore & Leslie Barlow-Hunter - Insurance Renewals

5. Jessica Chastain - Information Technology

1. Moving Domains

6. Amanda Van Riper - Human Resources

1. Reclassification Request – 737 Positions

Documents:

[737 RECLASSIFICATIONS.PDF](#)

2. New Positions Request – DDS

Documents:

[DEPARTMENT REQUEST - DDS NEW POSITION \(LEAD ELIGIBILITY SPECIALIST\).PDF](#)

3. Position Reclass – Engineer I

Documents:

7. BOCC

1. ARP Grant Application Draft
2. Oregon Living With Fire (Previously Central Oregon Cohesive Strategy Initiative) Revised MOU



Documents:

[OREGON LIVING WITH FIRE \(PREVIOUSLY CENTRAL OREGON COHESIVE STRATEGY INITIATIVE\) REVISED MOU.PDF](#)

3. Klamath EZ And North County Enterprise Zones Change Of Boundary - DD
4. Camping Ordinance - DD
5. Position Re-Evaluation Memo To Department Heads

8. Other County Business

9. 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: June 22, 2021

Re: **Reclassification Request – 737 Positions**

Date Scheduled for Administrative Meeting: June 22, 2021

As a result of the Class and Comp study, we are requesting that the following positions represented by Local 737 be reclassified:

| Department | Position | Current Grade | Proposed Grade |
|-----------------------|------------------------------------|----------------------|-----------------------|
| Assessor | Property Appraiser III | LH23 | LH24 |
| Assessor | Assessment Specialist | LH14 | LH18 |
| CDD | Code Enforcement Officer | LH17 | LH18 |
| CDD | Planner II | LH21 | LH22 |
| CDD | Accounting Specialist | LH14 | LH17 |
| CDD | Office Technician | LH10 | LH11 |
| Community Corrections | Fiscal Specialist | LH15 | LH17 |
| DDS | Office Technician | LH10 | LH11 |
| GIS | GIS Specialist | LH18 | LH19 |
| Juvenile | Legal Assistant III – Juvenile | LH14 | LH17 |
| Juvenile | Office Technician | LH10 | LH11 |
| Juvenile | Juvenile Groupworker | LH12 | LH13 |
| Juvenile | KCR Specialist | LH13 | LH14 |
| Maintenance | Fiscal Specialist | LH15 | LH17 |
| Public Health | Environmental Health Specialist II | LH22 | LH23 |
| Public Health | Community Nutrition Worker | LH14 | LH15 |
| Public Works | Accounting Specialist | LH14 | LH17 |
| Public Works | Office Technician | LH10 | LH11 |
| Sheriff | Corrections Cook | LH07 | LH08 |
| Tax | Tax and Property Specialist | LH15 | LH16 |

Attached is a list of employees who currently hold these positions and will be reclassified. These reclassifications will be effective July 1, 2021 and there will be no change in seniority date. In the list attached the proposed wage is based off of the current salary table. These wages are subject to change depending on union negotiations.

Along with the above-mentioned employees, we are also requesting to reclassify Nicole Strain, Finance Accounting Specialist, Sr., from an LH 17 to an LH18 effective July 1, 2021. Ms. Strain was reclassified September 1, 2020; however, the reclassification of the Accounting Specialist position will put the Accounting Specialist position in the same pay grade as the Finance Accounting Specialist, Sr.

Suggested Motion: Hereby move to approve the request to the Local 737 positions as listed above:

Chair
Approved
Disapproved

Commissioner
Approved
Disapproved

Commissioner
Approved
Disapproved

Date

Date

Date



**KLAMATH COUNTY
Human Resources**

To: Board of County Commissioners

From: Amanda Van Riper
Human Resources Director

Date: June 22, 2021

Re: **New Positions Request – DDS**

Date Scheduled for Administrative Meeting: June 22, 2021

On behalf of Myles Maxey, DDS Director, we are seeking your approval for the creation of a Lead Eligibility Specialist Position.

This position would lead the KCDDS Eligibility Team. This would include responsibilities around training of other eligibility staff, creating and maintaining policies, procedures, and processes around eligibility, conducting Eligibility Team meetings, and preparing necessary reports and notification documents. These responsibilities will be in addition to the normal Eligibility Specialist responsibilities of completing eligibility intakes, review records received, ordering psychological testing, and making eligibility determinations for individuals seeking services through KCDDS.

We would like to create this as a Local 737 represented position at Grade LH 22 and promote Annette Van Riper, current DDS Eligibility Specialist, to this position upon approval from the board. Annette would move from LH 21 Step 7 (\$28.88) to LH 22 Step 8 (\$30.33), effective July 1, 2021. Her seniority date would not change. Annette's current position as DDS Eligibility Specialist will be posted for applications in July.

Local 737 has reviewed the new job description and approves of this change.

The department has the money in their budget for this position but will need to work with Finance on a budget resolution.

Suggested Motion: Hereby move to approve the request to create the new Lead Eligibility Specialist position within the Developmental Disabilities Services department 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: June 22, 2021

Re: **Position Reclass – Engineer I**

Date Scheduled for Administrative Meeting: June 22, 2021

On behalf of Jeremy Morris, Public Works Director, we are seeking your approval to reclassify the Engineer I from a UF25 to a UF27.

The Engineer I position has been vacant, however, the department has a need to fill this position, but would like to reclassify it in order to be competitive with other employers. Currently, the position is classified as a UF25, which is the same paygrade the Engineer Aide III is classified in. The department is requesting to reclassify the position to a UF27 and post for recruitment.

The department has the money in their budget.

Suggested Motion: Hereby move to approve the request to reclassify the Engineer I from a UF25 to a UF27 as outlined above:

Chair
Approved
Disapproved

Commissioner
Approved
Disapproved

Commissioner
Approved
Disapproved

Date

Date

Date

From: [Joe Stutler](#)
To: [Bocc](#); [Donnie Boyd](#); [ksimmelink@jeffco.net](#); [wfording@jeffco.net](#); [lhessel@jeffco.net](#); [mhuston@jeffco.net](#); [jrasmussen@jeffco.net](#); [seth.crawford@co.crook.or.us](#); [jerry.brummer@co.crook.or.us](#); [tim.deboodt@co.crook.or.us](#); [amy.albert@co.crook.or.us](#)
Cc: [Tom Anderson](#); [David Doyle](#); [Jodie Barram](#); [jenniferfenton5@yahoo.com](#)
Subject: Oregon Living With Fire (previously Central Oregon Cohesive Strategy Initiative) revised MOU
Date: Tuesday, June 15, 2021 8:03:08 AM
Attachments: [FOUR COUNTY OLFW MEMORANDUM OF UNDERSTANDING .docx](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greetings, attached for the appropriate signature is a revised MOU between Crook, Deschutes, Jefferson and Klamath Counties.

What is different? The first change is the removal of Lake County from the agreement, Lake County was such a miniscule portion of the landscape and a have a similar organization/program going, by mutual agreement Lake County has withdrawn from the agreement, resulting in a \$2,250 reduction in Oregon Living With Fire program costs; the second change was renaming the program from Central OR Cohesive Strategy Initiative to Oregon Living With Fire.

What remains? The amount of contributing dollars by each county remains the same; all the remaining language in the previous MOU, with the exception of the name change, NO changes.

The attachment reflects all legal review language from the previous MOU and Deschutes County Legal has reviewed for any updates and has approved the language.

The request is for each County (Crook, Jefferson and Klamath) sign the MOU and please return signed copies to me. I'll complete the process with County Administrator Tom Anderson and return a fully executed MOU to each of you.

Thanks for the continue support for Cohesive Strategy implementation in Central Oregon...

Joe Stutler
Senior Advisor, Deschutes County
Wildland Fire Cohesive Strategy, Western Region Co-Chair
Area Commander, Area Command Team #1
Email: joe.stutler@deschutes.org
Phone: (541) 408-6132

"We are not a Team because we work together, WE are a Team because WE Respect, Trust, and Care for Each Other!"

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is between Crook County, Jefferson County, Klamath County, and Deschutes County, all political subdivisions of the State of Oregon.

EFFECTIVE DATE: This MOU is effective as of July 1, 2021, and shall terminate June 30, 2023, unless extended or terminated earlier in accordance with its terms.

DESCRIPTION: This MOU applies to operations of the Oregon Living With Fire (OLWF).

PURPOSE: This MOU is intended to document the intention of said counties to work together, on a continuing basis, toward maximum cooperation and mutual assistance in the areas of watershed restoration and community protection efforts for the purpose of implementation of the National Cohesive Wildland Fire Strategy in Central OR.

1. **RESPONSIBILITIES:** Each party to this MOU has equal rights with regard to appointments to the OLWF Steering Committee and general operational and financial oversight of OLWF.
2. **STEERING COMMITTEE:** A Steering Committee, comprised of 12 members, is authorized and charged with administering all operations of OLWF. The Steering Committee shall: (a) report periodically to each designated County contact person, (b) assist (by way of consensus recommendations) the Deschutes County Administrator with recruitment, hiring and supervision of the OLWF Coordinator; (c) undertake related functions as appropriate; and (d) assist the OLWF Coordinator with grant and other fiscal solicitations.
3. **OLWF COORDINATOR:** The OLWF Coordinator shall be contracted with Deschutes County. Compensation and other terms of retention shall be as provided in the personal services contract that the OLWF Coordinator signs with Deschutes County. The OLWF Coordinator, with input from the Steering Committee, shall report to and serve at the pleasure of the Deschutes County Administrator.
4. **FINANCIAL RESOURCES:** Operations and activities of OLWF and the OLWF Coordinator shall be funded by (a) designated contributions by the parties to this MOU, and (b) grants and other available revenue sources.
5. **DESIGNATED CONTRIBUTIONS:** Annually in March, the Steering Committee shall determine a minimum budget necessary to provide for operations of the OLWF, including compensation and expenses associated with the OLWF Coordinator. The minimum budget shall then be allocated among the parties to the MOU according to the following formula:

| County | % | Annual contributions due 7/1. |
|------------------|------|-------------------------------|
| Crook County | 27% | \$20,250 |
| Jefferson County | 16 % | \$12,000 |

| | | |
|------------------|-----|----------|
| Klamath County | 9% | \$6,750 |
| Deschutes County | 46% | \$33,750 |

6. **TERMINATION: Mutual Consent.** Any party may terminate its participation in this MOU for any reason by providing thirty (30) days' written notice to the other parties.
7. **INDEPENDENT PARTY:** It is agreed and understood that each party subject to this MOU will perform services and/or activities related to this MOU as an independent party, and not as an employee or agent of the other party.
8. **ASSIGNMENT:** The parties hereto may not assign this MOU, in whole or in part, without the prior written consent of all parties.
9. **BINDING EFFECT:** The terms of this MOU shall be binding upon and inure to the benefit of each of the parties and each of their respective administrators, agents, representatives, successors and assigns.
10. **AGENCY AND PARTNERSHIP:** None of the parties are, by virtue of this MOU, a partner or joint venture with any other party, nor shall any party have any obligation with respect to the other party's debts or liabilities of whatever kind or nature.
11. **INDEMNIFICATION:** To the extent permitted by Article XI, Section 10, of the Oregon Constitution and the Oregon Tort Claims Act, ORS 30.260 through 30.300, each party shall defend, save, hold harmless and indemnify the other and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities costs and expenses of any nature resulting from or arising out of, or relating to the activities of that party or its officers, employees, contractors, or agents under this MOU.
12. **NON-DISCRIMINATION:** Each party agrees that no person shall, on the grounds of race, color, creed, national origin, sex, marital status, age or sexual orientation, suffer discrimination in the performance of this MOU when employed by either party. Each party agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, Section V of the Rehabilitation Act of 1973 as amended, and all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Additionally, each party shall comply with the Americans with Disabilities Act of 1990 as amended, ORS 659.425, and all regulations and administrative rules established pursuant to those laws.
13. **ATTORNEY FEES:** In the event an action, lawsuit, or proceeding, including appeal therefrom is brought for failure to fulfill or comply with any of the terms of this MOU, each party shall be responsible for its own attorney fees, expenses, costs, and disbursements for said action, lawsuit, proceeding or appeal.

14. **NO WAIVER OF CLAIMS:** The failure by any party to enforce any provision of this MOU shall not constitute a waiver by that party of that provision or of any other provision of this MOU.
15. **SEVERABILITY:** Should any provision or provisions of this MOU be construed by a court of competent jurisdiction to be void, invalid or unenforceable, such construction shall affect only the provision or provisions so construed, and shall not affect, impair or invalidate any of the other provisions of this MOU which shall remain in full force and effect.
16. **HEADINGS:** The headings of this MOU are for convenience only and shall not be used to construe or interpret any provisions of this MOU.
17. **APPLICABLE LAW:** This MOU shall be governed by and interpreted in accordance with the laws of the State of Oregon.
18. **ENTIRE AGREEMENT:** This MOU constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes any and all prior or contemporaneous agreements or understandings between the parties, if any, whether written or oral, concerning the subject matter of this MOU which are not fully expressed herein. This MOU may not be modified or amended except by a writing signed by all parties.
19. **COUNTERPARTS:** This MOU may be executed in one or more counterparts, including electronically transmitted counterparts, which when taken together shall constitute one in the same instrument. Facsimiles and electronic transmittals of the signed document shall be binding as though they were an original of such signed document.

CROOK COUNTY:

By: Seth Crawford, Judge
 Date: _____

KLAMATH COUNTY:

By: _____
 Date: _____

JEFFERSON COUNTY:

By: _____
 Date: _____

DESCHUTES COUNTY:

By: TOM ANDERSON
 Date: _____

