



**Board of Commissioners' County Counsel Meeting
January 19, 2021 ~ 10:00am ~ Room 214**

1/19/2021 - Minutes

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

2. Call To Order & Those Present

Commissioner Boyd, Commissioner Morris, Commissioner DeGroot; Marc Henderson / County Counsel; Amanda Van Riper / Human Resources; Haley Huffman / Admin Staff.

3. Approve Minutes From Last Meeting

Approved with the amendment discussed under the Other Business item of this agenda.

4. Title III Annual Certifications

Marc Henderson explains expenditures that need Board certification. There were two expenditures, one for \$5100.00 for use of a helicopter in search and rescue, it is a qualified reimbursement. The second is \$23,208.80 out of O&C funds to Rhine Cross for lot line adjustments in GIS in the the wildland fire interface. Both expenditures meet the criteria of the program. Commissioner Morris said, I liked to take these and review them overnight. Commissioner DeGroot motions to authorize the Board Chair to sign the Title III certifications for 2020. Commissioner Boyd seconds. Unanimous vote. Approved.

5. Department Request-County Counsel-Paralegal Reclass

Mr. Henderson addresses the Board. He said, after looking into the Title III funds program and reviewing what the weekly reconciliations and monthly duties would entail, I asked Ms. Van Riper to write up a memo to present a potential reclass for Susan Campbell. Amanda Van Riper reads the memo. Commissioner Boyd asks, what is the cost? Mr. Henderson said, it is roughly a 4% increase in her payroll. Commissioner Boyd asks, what were were paying the previous employee who was doing this? Mr. Henderson said, I am not sure. Commissioner DeGroot said, she had a stipend, it was roughly 8%, but I'm not sure what all it encompassed. At some point, I'd like to talk about how we look at reclasses and job descriptions. I'd like to have desk audits done from time to time. I think we should look at desk audits especially as every year we have our employees sign their job description listing the work they do. Basically how the duties reconcile with the job description. We need to be sure we are evaluating the work our people do and are treating them fairly. Commissioner Morris said, and that's what I struggle with. I feel like there could potentially be some inequity on how different managers assign additional duties. Some might just assign it and ask it to be done and some might request a stipend. I want to make sure we're being intentional and prescriptive to make sure we're being fair across the board. Commissioner Boyd asks, is there a new job description for this job? Ms. Van Riper said, we did add an additional duty that she would be responsible for administering Title III funds so there would be a change to the job description to reflect the added duties. Ms. Van

Riper reads the definition of a reclass and significant change from our policy. Mr. Henderson said, for clarification, I think there were two individuals handling this in the other department. He said, we can bill out to Title III for time spent. Commissioner Boyd said, Title III is over, we won't get any more funds. When Title III is over, would we take it out of the job description? Mr. Henderson said, I would think so. Commissioner DeGroot said, we're looking at decades for us before the funds run out. Commissioner Morris asks to add or at least think about laying out what constitutes significant to our policy. Commissioner DeGroot said, I would like to see a desk audit done. Ms. Van Riper asks, would it be appropriate to ask the department heads to send an email out to their employees put together a desk audit of what they are doing? Mr. Henderson said, didn't we do that with the comp and class? Ms. Van Riper said, we did but it was only people who were maybe not necessarily happy who responded and also we had groups that responded with the same concerns. I think to get an accurate understanding of what each employee is doing, it might be good to do and have department heads review them. Commissioner DeGroot said, I think that is a good idea. Commissioner Boyd said, I agree. Commissioner DeGroot motions to approve the reclass request as outlined in the memo. Commissioner Boyd seconds. Unanimous vote. Approved.

6. Other County Business

Commissioner Boyd said, I apologize for being late. I'm assuming the Minutes were looked at and approved already. I got a copy of the Minutes from the Counsel meeting on Tuesday the 12th on Friday. The Minutes presented to us today don't match the Minutes that I got on Friday and I don't understand why the "unanimous vote" and "approved" have been removed from the second set of Minutes from the Enterprise Zone. Commissioner Boyd said, I think we need to put "unanimous vote and approved back on to the Minutes that were presented to us. Commissioner Morris said, we need to add unanimous vote and approved under item 7. The Board was in agreement.

7. Adjournment

10:28am

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Klamath County Commissioners' Weekly Calendar is subject to change without notice. 305 Main Street 2nd Floor, Klamath Falls, OR 97601

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