



Board of Commissioners' \*\*\*\*\* Meeting  
Date ~ Time ~ Room

7/27/2021 - Minutes

**1. Call To Order & Those Present**

Meeting called to order at 10:04am

Present are Commissioners Derrick DeGroot, Kelly Minty Morris, Donnie Boyd, Finance Director Vickie Noel, Assistant Finance Director Michelle Carpenter, IT Director Jessica Chastain

**2. Approve Minutes From Last Meeting**

Minutes from last meeting approved.

**3. ARP Committee**

Vickie stated that 6 applications have been received so far for the Fund Allocation Committee. Vickie has reviewed them all and wants to know how the Commissioners would like to proceed. The Commissioners would like to review them all and set a date to review the applicants for the Committee. The Board office will set up interviews as soon as possible

Vickie said that the application for ARPA funds would be launched on the County website on August 2, 2021. Finance will be reviewing applications for eligibility requirements before submitting to the Fund Allocation Committee. Vickie asked that since the Committee is set up like the Budget Committee, but is not required to do a public notice in the local newspaper, if we could just publish meeting dates on the County website and by press release. The Commissioners do not see a problem with that. The first hearing will be scheduled during the week of September 20th.

Commissioner DeGroot asked if, in addition to reviewing the applications, the BoCC would also like presentations from those who are applying for ARPA funds.

Commissioner Boyd said that given the amount of money that would potentially be funding local businesses and organizations that it would be a good idea to do that.

The discussion moved on to how much ARPA Funds to give away and how much should be kept for County services.

Commissioner Boyd would like to know who has previously benefitted from Covid-19 funding. Commissioner Morris said that question is asked on the application.

Commissioner Boyd would also like to know who applied for funding, but did not receive

any.

#### **4. ARP Funding Requests From County Departments**

Vickie said that thus far County Departments have requested \$820,758 in funding using ARPA funds and that 8 of those requests have been approved, while other requests were tabled from the previous Finance Meeting held on June 29, 2021.

Commissioners DeGroot and Morris stated they did not have any problems with any of the requests listed on the agenda. It was moved, seconded and passed to approve ARP spending for a printer/scanner for Assessor and CDD and Basin Telecomm bills to enhance Polycom systems. Commissioner Boyd would like some time to familiarize himself with the light duty staff situation for Public Works first before approving personnel costs related to scanning maps for digitization.

#### **5. Tabled ARP Items From 6-29-21 Meeting**

Vickie went over the attached documents for the tabled items from the previous Finance Meeting. Some attachments had more detail and specified requested amounts that were not listed during the previous meeting.

After discussing each request, conversation circled back to the temporary PT position that DDS hired to help with scanning and Public Works had suggested changing that position to a FT position and having them help PW with scanning also. It was suggested that Jeremy and Myles speak with Amanda in HR about how that would look from a personnel standpoint.

The discussion that centered around Museum's request reminded the BoCC that it was decided that the revenue loss component and the request for geothermal heat for Baldwin Hotel Museum was not eligible for ARPA funding. Vickie questioned the need for video production given that the County is open again. Commissioner Boyd stated that he thought all options for a ventilation system at Baldwin Hotel Museum were too expensive. Commissioner Morris was in favor of the 2nd option of an active ventilation system and call a motion to approve the 2nd option. It was not seconded. The motion failed.

HR was approved for the digital onboarding system at \$7,000. Community Corrections was approved for the \$16,927.20 annual maintenance for the new CJIS Compliant Software. CDD and Public Works are tabled for further research and discussion with Department heads about their requests.

#### **6. Eastern Oregon Counties Association Dues**

The Eastern Oregon Counties Association annual dues was not approved for payment. The BoCC felt in general that there were other places where the money could be spent that would serve the County interest better, such as AOC.

#### **7. Current/Ongoing Finance Work And Projects**

Regarding the Office Manager Position for OSU Extension Service District: Vickie stated that 12 applications have been received and reviewed and she will be scheduling interviews with a few of them.

Regarding the Internal Controls for ARP sub-recipient monitoring: Vickie went over the challenges that we face with this process, since the County has never entered into a sub-recipient relationship with other entities. Most relationships surrounding Federally awarded grants were contractor relationships and do not require the County to monitor every dollar spent or that there be a risk assessment done.

Regarding Creating a Checklist for ARP Applications: Vickie stated that Michelle is creating a checklist for the Finance Department to use to test the eligibility proposed projects received from ARP applications. This is an ongoing project.

Regarding Wynne Broadcasting contractor award of Vaccine Incentive Funds: It was noted that this would be an agenda item during the Admin meeting and that this is a contractor agreement, not a sub-recipient relationship.

Regarding Year End: Vickie stated that the Finance Department is in the process of preparing journal entries and other preparations for year end close and financial statement preparation.

Regarding KCEDA Specifications for ARP funding the housing project: Vickie said that the KCEDA is a sub-award and therefore the relationship between the County and KCEDA will be a sub-recipient relationship. A risk assessment will need to be done. KCEDA is planning on contracting out some work and Finance is trying to determine what if anything needs to be done regarding the contractors KCEDA hires. Vickie asked Commissioner DeGroot if Treasury has come out with the final version of the Interim Final Rule. Commissioner DeGroot responded that they are still reviewing all the comments received and that there are a lot. Most of it is centering around economic development and the differences between hiring people back to their old jobs vs. creating new jobs and hiring people to those positions.

## **8. Other County Business**

Regarding Grant Administrator Position: Vickie asked for clarification on the status of this position. Commissioner Morris stated that Amanda is looking for an appropriate salary table to apply to the position and there was some question about whether they wanted to post the position. She is going to check if the job description has been updated to include some things that Vickie noted at a previous meeting, namely the education and experience level of prospective applicants. A short discussion ensued about the benefits of the position and all Commissioners are on board with moving forward with hiring for this position.

Loan to Fire District #3: Commissioner DeGroot let Vickie know that a loan to Fire District #3 had been approved earlier at the Business Meeting and asked what the next step would be. Vickie responded that a check could be cut today if she can get a copy of the promissory note.

SRS 2-year Renewal: Commissioner DeGroot informed the group that SRS is in legislation to be renewed at 2017 levels, and Title III funds will be up for electing whether to come to the County or continue to go to the RAC's. Also, the restrictions of how the money could be spent were changing. He encouraged the BoCC and Vickie to take advantage of this as this will bring in some revenues that can be spent on needed equipment for various departments like Search and Rescue, etc.

Community Corrections Conference Room Equipment: Community Corrections wants to upgrade their conference room equipment, but Commissioner Boyd doesn't see why they can't go across the street and use Public Health's conference room which already has updated conferencing capabilities. Commissioner Boyd is going to call Public Health and Community Corrections about sharing the conference room.

## 9. Adjournment

Meeting adjourned at

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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