



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

10/26/2021 - Minutes

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

Meeting called to order at 10:06am

Present are: Derrick DeGroot and Donnie Boyd, Commissioners. Vickie Noel, Finance Director. Michelle Carpenter, Assistant Finance Director. Natalie Parker, Grant Administrator. Nathan Bigby, Assessor.

**2. Approve Minutes From Last Meeting**

Minutes approved as presented.

**3. Adoption Of Cash Policy Manual**

Vickie introduced two manuals for the Cash Policy. One is the Cash Policy Manual and the other is the Cash Policy & Training Manual. The Cash Policy & Training Manual is designed to give Klamath County's Policy on cash handling and train the user on correct procedures. The Cash Policy Manual goes into more depth about the County's cash handling policies. The Cash Policy Manual has been a work in progress over several years. Vickie met with the Department Heads at the Administrative Advisory committee meeting and all agreed that a cash policy is needed and a couple of changes were made to the Cash Policy Manual. Vickie gave some examples of why we need this policy.

Commissioner Boyd brought up the topic of green bags. Vickie said they were being used to fund or remove cash from the daily receipts that were overs and shorts. Vickie does not agree with this policy and said that overs and shorts should be recorded as is.

This would help identify fraud and/or theft or people who were not able to maintain an accurate count of change. Michelle suggested that an over/short account be created that will help target this as well.

Vickie will put the Cash Policy Manual up for adoption at the next Board Meeting.

**4. House Bill 5006 - Grants To Counties For The Reimbursement Of Lost Tax Revenue Related To The 2020 Wildfires.**

Nathan introduced that House Bill 5006 will be reimbursing Counties that suffered loss of Property Tax revenue related to the 242 wildfire. Nathan and Vickie aren't sure yet how

much control the Commissioners will have over the distribution of this funding. Nathan has a meeting on Thursday that he hopes will clarify this. A resolution will be forthcoming within the next couple week as the resolution is due to the State by December 1st.

## **5. Funding Request**

Commissioner Boyd introduced a funding request from Community Emergency Response Team (CERT) who respond to any number of disasters and emergencies and work in unison with professional fire and law enforcement agencies to protect lives and property. CERT would like to provide a training program at Henley High School to train student volunteers in emergency response activities such as road closures due to wildfires, providing medical assistance, and other light duty activities. Depending on the success of the program during the 1st year, they may expand it to other area high schools. Klamath County has never funded CERT, which depends solely on donations and the volunteers to supply any monetary needs such as purchasing their own uniforms, etc. Commissioner Boyd would like the County to support CERT directly, by funding CERT with \$25,000 (\$17,000 to CERT and \$8,000 to the Teen CERT program) and given their response to COVID-19 Pandemic, such as providing assistance at the vaccine clinics, he believes that they qualify for ARP funding. ARP at this time has about \$400,000 left to fund. Motion made and seconded to fund CERT for \$25,0000 using ARP funds. Motion Passed.

## **6. Other County Business**

Commissioner DeGroot explained that KCEDA was awarded \$1,000,000 in ARP funding for their project, but that the project needed more funds raised from other sources. This means that if they don't raise the funding they need to complete the project then it becomes unviable. He maintains that we withhold funds for non-viable projects until said projects have secured additional funding needed to complete their projects. Commissioner Boyd mentioned that this topic came up at the Rescue Plan Committee meetings.

Vickie suggested that an MOU be presented to each recipient that outlines their award and the criteria needed to keep that award, one of which would be a date at which any additional funding needed to complete a project should be secured before they will receive their ARP funding. Commissioner DeGroot likes the idea so long as their addition funding obtained still meets the spirit of their original request. I.E. He doesn't want people going off track with funding resources just so they won't lose the award from the ARP.

Natalie suggested that she keep an updated spreadsheet that will track recipient funding sources and amounts raised until they have met their goals and can be funded with the ARP funds. Commissioner DeGroot thought that was great and wants to discuss this spreadsheet at each subsequent Finance meeting.

Natalie stated that people have been asking if next year when Klamath County is awarded the second half of the ARP funding, if the Commissioners would be accepting applications again for those dollars. Or what it would look like at that point. Commissioners Boyd and DeGroot suggested that it would be up to the Commissioners to decide on what next year's process would look like and that they have not discussed it yet.

## **7. Adjournment**

Meeting adjourned at 10:34am

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](mailto:bocc@klamathcounty.org) Website: [www.klamathcounty.org](http://www.klamathcounty.org)