



Board of Commissioners Administrative Agenda
January 24, 2023 ~ 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

Documents:

[01-17-23.PDF](#)

4. Amanda Van Riper - Human Resources

~~4. Professional Support Team Restructure Request - DDS~~

Documents:

[~~DEPARTMENT REQUEST - DDS PROFESSIONAL SUPPORT TEAM RESTRUCTURE JAN 2023.PDF~~](#)

2. Department Request – HR Reclassification

Documents:

[DEPARTMENT REQUEST -HR RECLASSIFICATION.PDF](#)

3. Department Request – Assistant Public Works Director Reclass

Documents:

[DEPARTMENT REQUEST -ASSISTANT PW DIRECTOR RECLASS.PDF](#)

5. Vickie Noel - Finance

- 1. Internal Services Fees**
- 2. Facility Maintenance Fees**
- 3. Workspace Amendment Request**

6. Rick Vaughn - Tax Collector/Property Manager

- 1. Property Donation To Walker Range Fire Patrol Associates**

7. BOCC



1. Approval Of AAC Amended Bylaws - SCC

Documents:

[AAC BYLAWS REVISIONS 1-13-23.PDF](#)

- 2. Pump Track Funding**
- 3. Reallocation Of Some Building Permit Program Funds To Klamath Housing Authority**
- 4. Senior Center Funding Request**
- 5. Reclassifications And New Positions Discussion**

8. 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



Board of Commissioners' Administrative Meeting January 17, 2023 ~ 1:00pm ~ Room 214

1/17/2023 - Minutes

1. To Watch A Live Stream Of This Meeting, Click The Link Below Or Go To [Www.klamathcounty.org](http://www.klamathcounty.org)

2. Call To Order & Those Present

Commissioner DeGroot, Commissioner Minty, Commissioner Henslee, Sandy Cox/Admin Staff, Vickie Noel, Natalie Parker/Finance, Brian Bryson, Chris Kaber/Sheriff, Amanda VanRiper, HR, Rick Vaughn, Terry Wells/Property Management, Leslie Barlow-Hunter/Risk Management, Jessica Chastain/IT, Jeremy Morris/Public Works

3. Approve Minutes From Last Meeting

Commissioner DeGroot approves minutes from January 10, 2023 Admin meeting

4. Amanda Van Riper - Human Resources

1. Office Closure/Snow Day Policy & Contact Discussion

Amanda VanRiper presents draft policy and potential communication to all employees. Commissioner Minty motions to approve policy as presented, Commissioner Henslee seconds. Unanimous vote. Approved

2. Department Request – Sheriff's Office Evidence Tech FTE Increase

Amanda VanRiper, Chris Kaber, Brian Bryson address the Board. Commissioner DeGroot questions budget next FY for this position. Kaber responds that they really need this to be a full time position and needs to be budgeted next FY as such. Commissioner Henslee asks when the requirement will be coming forth for accreditation of the Sheriff's Dept.? Bryson responds December 2024. Commissioner Henslee states that when the Sheriff's Dept. has to become accredited this position will have to be FT. Commissioner Henslee motions, Commissioner Minty seconds. Unanimous vote. Approved

5. Rick Vaughn / Terry Wells - Property Management

1. Chemult Fuel Station Property Discussion

Rick Vaughn, Terry Wells address the Board indicating the cost to clean up the property is about 90k, explains the process to get a grant for the funds. to have an access. Commissioner Henslee questions additional funding through Business Oregon? Vaughn responds yes and explains. Commissioner Henslee asks Vaughn to lay out a timeline before we can sell the property and how he can respond to citizens when asked. Wells responds within the year.

2. 3319 South Sixth Property / OSU Extension Update

Vaughn addresses the Board questioning about bringing the Fairgrounds into the equation and having them "manage" the building and any other tenants in addition to OSU Extension. Board is agreeable

3. Weed Control On County Properties

Vaughn addresses the Board explains what funds can be used for which particular properties and why. As there is a fund already set up for foreclosed properties Commissioner DeGroot suggests setting up another fund for the other properties noxious weeds for next FY. Further discussion with Vickie Noel about how and where to budget for these things. Commissioner DeGroot would like to see Department Heads anticipate expenses for the FY and come to the Board less often. Vickie/Vaughn will work together to get this taken care of.

4. MOU Sprague River Access

Commissioner Minty commends Vaughn and Jeremy Morris for working together to get this problem solved for the Sprague River community. Reviews draft MOU, will be meeting with individuals on Friday to discuss further.

6. Jeremy Morris - Public Works

1. Direct Hire Engineer Policy

Jeremy Morris addresses the Board requesting to change the County Contracting Policy to increase Direct Hire Engineer to what the State's limit is, which is 100k and add another line underneath to state all contract must go through BOCC. Leslie Barlow-Hunter addresses the Board indicates that the contracting policy already states all contract have to go before the BOCC so another line would be redundant. Commissioner Henslee agrees with raising the County limits to the State limits, to save staff time. Board is agreeable with raising the limits. Leslie Barlow-Hunter further explains concerns with direct hire process. Morris is willing to look at other companies rather than just appoint to the same one all the time and willing to put that language in the policy change. Board directs Barlow-Hunter to change the language and bring contracting policy back to the Board for approval. Morris asks for approval for

direct hire for the three community well project. Henslee motions to approve, Commissioner Minty seconds. Unanimous vote. approved

7. Vickie Noel - Finance

1. Approval Of Internal Service, Technology Maintenance And Facility Services For FY 2024

Vickie Noel presents spreadsheet of internal service fees, increase of about 382k, explains the big increases, further explains that Departments with higher turnover will have higher internal service fees. Commissioner Minty questions carryover in this fund? Noel responds 1.4 million. Commissioner Minty states we can absorb the increase then. Noel explains she will need the carryover for future software system and additionally every year there is a department or more that needs more money for personnel. Commissioner Henslee asks about just paying a flat rate, i.e. 2.5% increase. Noel indicates it pretty much is and explains. Jessica Chastain further elaborates on how charges are calculated. Commissioner Henslee wants explanation why we bill "County" departments, we are transferring County General Fund money around. Commissioner Minty/Noel explain it's accepted by accounting purposes, wouldn't even know how to set that up. Commissioner DeGroot further elaborates. Commissioner DeGroot is concerned about the large increase. IT is a major part of that increase, Chastain elaborates. Discussion about using some carryover to minimize the increase. Commissioner DeGroot is always worried about using reserves to do that. Commissioner Henslee would be good with zeroing out the Internal Services carryover. Noel would like to get 1 million out of those reserves right now for a new ERP System that is really needed. Commissioner Minty is in favor of using a portion of carryover to get the increase down. Commissioner DeGroot suggests using a portion of carryover to get increase down a 6% increase for each department. Vickie will do some refiguring and bring back to BOCC.

Noel/Chastain further elaborate on Technology Maintenance increases. Board is agreeable with figures as presented.

Noel presents figures for Facility Services, utilities went up significantly.

Discussion about buildings that the County has acquired over the last year is also a factor. Commissioner DeGroot indicates the 6th street property should be split out and go to the Fairgrounds as they will charge for the rental space. Commissioner DeGroot suggest moving the 6th street property under the Fairgrounds and also move the janitorial services internally rather than hiring it out. Noel questions how the Fairgrounds can afford to maintain the property and pay the utility bills? Commissioner DeGroot indicates there are no tenants in that property right now so will be significantly lower than this projected figure.

Noel will pull the 6th street property off for now and get with Glen to adjust the janitorial services then bring figures back.

2. 2024 General Fund Revenue Targets

Noel presents figures for a 3% (515k) increase and for a 4% (686k) increase General Fund allocation for next FY, only anticipate 2% tax revenue increase but if we get extra PILT money we should be ok. Commissioner DeGroot indicates we will probably get more in PILT. Noel would like the Board to vote on how much of an increase percentage to give departments. Discussion about tightening the belt without have to decrease FTE. Board is agreeable to requesting a 3% target increase.

8. BOCC

1. Title III Funding

Discussion that Emergency Management should manage the funds as the Emergency Manager has a standing position on the Title III Funding Allocation committee. Noel suggests moving it under Finance. Sheriff Kaber indicates the EM was everything ready to transfer to Finance. Commissioner Minty motions to move the Title III funding administration to Finance, Commissioner Henslee seconds. Unanimous vote. Approved.

2. Emergency Management Restructure Discussion

Commissioner DeGroot asks for thoughts for best place for Emergency Management to be housed, either Sheriff or BOCC? Sheriff Kaber reviews history of department, explains that the department has really blossomed under the Sheriff's Department. Discussion about why this issue is coming up, due to the most recent ask of Emergency Management staff funding through the well grant for administration fees. Commissioner DeGroot indicates when EM was moved under the Sheriff this County wasn't really seeing any emergencies, the last three years have been vastly different, which has caused the reflection of whether or not that was a good decision. Discussion to continue this discussion in two weeks.

3. Budget Committee Vacancy

Discussion that there is not consensus on the applicants, suggestion opening back up for more applicants. Board is agreeable.

9. Adjournment

3:00pm

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: January 20, 2023

Re: **Professional Support Team Restructure Request – DDS**

Date Scheduled for Administrative Meeting: January 24, 2023

On behalf of Myles Maxey, DDS Director, we are seeking your approval for the restructuring and reclassification of the DDS Professional Support Team. This involves all current Professional Support Team members. After reviewing the results of a salary survey, we are suggesting a reclassification to all Support Coordinator positions to make these positions competitive with our comparator counties. There will be no additional FTE created by the proposed changes.

Professional Support Team Supervisor

We are seeking to a Professional Support Team Supervisor (UF25). This position will be responsible for all aspects of billing and service plan authorizations for KCDDS. Additionally, this position will have additional responsibilities of supervising all members of the KCDDS Professional Support Team. This will include the hiring, training, and evaluation processes. Further, this position would be the primary contact for billing concerns from providers. Lastly, the Professional Support Team Supervisor will be responsible for all aspects of specific KCDDS grant procurement and coordination.

Upon approval from the board to create the Professional Support Team Supervisor position, KCDDS would like to post for applications internally. If a current Support Team Member is hired for the position, then their position would not be backfilled.

Eligibility Support Coordinator

We are seeking to create an Eligibility Support Coordinator position. This position will be responsible for all administrative aspects of the DD Eligibility process, including scheduling of intakes, sending out record requests after ROIs are obtained and following up until records are received, processing records once received and distributing to the appropriate Eligibility Specialist, coordinating psychological testing schedules, and creating profiles for individuals in both the KCDDS system as well as the State of Oregon DD system. Additionally, this position will provide back up support to other Support Coordinators in their absence.

In 2022, there has continued to be an increase in the number of individuals apply for DD Services. In comparison to 2021, KCDDS has seen:

- 51 more applications (198 vs. 147)
- 42 more determination packets completed (178 vs. 136).

For 2023,

- KCDDS has already completed 14 determination packets.
- 24 individuals already in service with KCDDS that need eligibility redeterminations completed.
- Currently have about 70 new individuals at some point in the eligibility process, this is remaining consistent.

We would like to create this position at LH15 and promote the current DDS Program Support Coordinator, to this position upon approval from the board. They would move from LH14 Step 3 to LH15 Step 3, effective February 1, 2023. Seniority date will change.

Administrative Support Coordinator

With the creation of the Eligibility Support Coordinator position, the Administrative Support Coordinator role will take on additional responsibilities that are currently held by the DD Office Technician (which will be dissolved). Additionally, this position will continue to provide administrative support to the Protective Services Team. This role will also take on additional responsibilities around processing record requests for all individuals currently or formally supported by KCDDS.

Upon approval from the board, we would like to make the above-mentioned changes and reclassify the current Administrative Support Coordinator, from LH14 Step 2 to LH15 Step 2, effective February 1, 2023. Seniority date will not change.

Community Support Coordinator & Program Support Coordinator

To keep all support coordinators equal, we are suggesting a reclassification of the DD Community Support Coordinator from LH14 Step 1 to LH15 Step 1, and the DD Office Technician (LH11 Step 2) to the Program Support Coordinator position (LH15 Step 1). Seniority dates will not change.

The department has the funds to cover the costs of these reclassifications.

Suggested Motion: Hereby motion to approve the request to restructure and reclassify the positions within the DDS Professional Support Team as outlined 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: January 24, 2023

Re: Department Request – HR Reclassification

Date Scheduled for Administrative Meeting: January 24, 2023

We are seeking your approval to reclassify the HR Specialist Sr. position to an HR Manager effective July 1, 2023.

The HR Manager would be responsible for overseeing and tracking all leave programs including FMLA, OFLA, Military Leave, and the recently created Paid Leave Oregon Plan. In addition, this position would take on additional duties to assist the HR Director including conducting salary surveys, assisting with union negotiation preparation, interpreting and applying union contracts, county policies, and Federal and State laws.

In addition, the HR Manager will oversee all employee benefit programs and ensure proper administration of benefits including health insurance, PERS, 457(b) and 401(a) plans, FSA, HSA, and HRA accounts. The position will also act as the primary contact for third party vendors for benefit programs.

In the absence of the HR Director, this position will serve as the acting director.

The position would be reclassified from a UH26 to a UF30. Upon approval, we will include this reclassification in our budget for the 23-24 Fiscal Year. The employee in this position would move from a UH26 Step 4 (as of July 1 this will be \$32.35/hour or \$5,607/month) to a UF30 Step 1 (as of July 1 this will be \$5,968.27/month).

Suggested Motion: Hereby motion to approve the request to reclassify the HR Specialist Sr to an HR Manager as outlined 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: January 24, 2023

Re: **Department Request – Assistant Public Works Director Reclasse**

Date Scheduled for Administrative Meeting: January 24, 2023

We are seeking your approval to reclassify the Assistant Public Works Director from a UF31 to a UF38. This position will be responsible for overseeing the engineering functions and some functions within the Road Department. This position also requires the employee holding the position be a registered civil engineer in the State of Oregon.

This reclassification will place the position directly between the County Engineer and Public Works Director.

Upon approval, the department would like to add this position to their 2023 -2024 budget and post the position for internal recruitment. The position that was held by the employee who gets selected to fill the Assistant Director will not be backfilled.

Suggested Motion: Hereby motion to approve the request to reclassify the Assistant Public Works Director as outlined above:

Chair

Approved
Disapproved

Date

Commissioner

Approved
Disapproved

Date

Commissioner

Approved
Disapproved

Date

**KLAMATH COUNTY
ADMINISTRATIVE ADVISORY
COMMITTEE BYLAWS**

1. Name.

This advisory board will be known as the Klamath County Administrative Advisory Committee (AAC).

2. Mission.

The Administrative Advisory Committee (AAC) will consider and recommend to the Klamath County Board of Commissioners changes to Klamath County administrative policy affecting the operations of multiple departments or provision of services to the public. The Administrative Advisory Committee shall consider legal, financial, and technological requirements in making recommendations to the Board.

3. Membership.

The Administrative Advisory Committee shall be composed of permanent representatives of the following departments: BOCC staff member, Finance, Human Resources, Tax, Assessor, Information Technology, and Clerk. Four other positions will be filled by an annual rotation of department representatives selected to give broad representation to the Klamath County's service providers.

4. Termination.

a. Removal by Board of Commissioners. All members serve at the pleasure of the Board of Commissioners. The Board of Commissioners may remove a member on its own motion or upon the recommendation of the Committee.

b. Resignation. Resignations by members shall be submitted in writing to the Committee Chair and announced at the next meeting. The Chair shall forward a copy of the resignation to the Board of Commissioners and request a replacement.

c. Reasons for dismissal. The Board of Commissioners may remove a member when it determines that it is in the interest of the Committee or the County to do so.

5. Attendance.

All members are expected to attend scheduled meetings. Members shall inform the AAC in advance of the meeting the member will not attend.

6. Meetings.

a. The AAC will meet in accordance with Oregon Public Meeting laws. Notice will be posted in advance of all meetings, minutes/audio will be available upon request. The AAC will meet on an as needed basis.

b. Meetings are generally held at the Klamath County Government Center, 305 Main Street, Room 214, Klamath Falls, Oregon. Members may attend either in person or electronically so long as persons in person and electronically can both hear and communicate with each other.

c. The majority of the appointed membership of the Committee will constitute a quorum for the transaction of all business at meetings.

d. Decision making procedure. Each member will be entitled to one vote on all issues presented at meetings at which the member is present. A majority vote is the primary decision-making method and is necessary to execute a final decision. Majority is defined as a majority of the appointed members.

e. The secretary will cause meeting minutes/audio to be prepared. Minutes/audio will include a description of the members present, motions, proposals, resolutions, and orders proposed and their disposition, the results of all votes and the substance of any discussions on any matter and reference to any document discussed at that meeting.

f. Agenda items may be placed on a meeting agenda by any Committee member, any Klamath County Commissioner, or any Klamath County Department Head. The agenda will be posted/available at least five (5) days prior to a regular meeting.

7. Officers.

a. Members of the committee will elect the Chair, Vice-Chair and Secretary on an annual basis.

b. Chair responsibilities. The Chair will act as leader of the convened meeting and as the parliamentarian. The Chair will enforce Committee directives, guidelines and membership rules and will guide the conduct of public meetings. The chairperson is the official representative of the Committee and shall be the spokesperson to the Board of Commissioners.

c. Vice-Chair responsibilities. In the absence of the Chair, the Vice-Chair will assume the Chair's responsibilities. If neither the Chair nor Vice-Chair is available for a publicly convened meeting, then the assembled quorum of the meeting will select a temporary chairperson to conduct the meeting.

d. Secretary responsibilities. Ensuring meetings are effectively organized and minutes/audio are taken. Maintaining effective records and administration.

e. Vacancies or removal of officers. The Board of Commissioners may remove a Chair or Vice-Chair on its own motion or upon the recommendation of the Committee when it

determines that it is in the interest of the Committee or the County to do so. If the Chair is removed, the Vice-Chair will assume the Chair's position. If the Vice-Chair is removed, the Committee will elect a replacement.

f. Compensation. Members shall not be compensated.

8. Amendment to Bylaws.

a. The Administrative Advisory Committee may propose amendments to the bylaws. Any recommendations agreed upon by the majority of the Committee shall be forwarded to the Board of Commissioners for its approval. Bylaws will be submitted to the Board of Commissioners by the Committee Chair every three years for review and approval.

b. Initiated by Board of Commissioners. Under certain circumstances, the Board of Commissioners may initiate changes to the bylaws. These changes will be submitted to the Committee for review and consultation prior to the Board of Commissioners' adoption.

c. Distribution. Upon the Board of Commissioners' approval of bylaw amendments, the Board of County Commissioners Office will make any required revisions to the bylaws and distribute them to all members of the Committee.

9. Community Relations/Public Input.

Any member of the public will be welcome to attend and provide comment at Committee meetings. Public comments will be encouraged and will be accepted verbally or in writing. Anyone who wishes to voice an opinion or present information or concerns to the Committee may attend meetings or contact either the Chair or the Vice-Chair and/or staff of the Board of Commissioners. Arrangements will be made and time will be allotted at meetings as appropriate to assure broad public participation.

**ADOPTED BY THE ADMINISTRATIVE ADVISORY COMMITTEE, this 17
day of January, 2023.**

WRmlong
Committee Chair

**APPROVED BY THE KLAMATH COUNTY BOARD OF COMMISSIONERS,
this _____ day of January, 2023.**

Chair

Commissioner

Commissioner