



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

1/28/2020 - Minutes

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

PRESENT: Commissioners DeGroot, Minty-Morris and Boyd, Finance Director Vickie Noel, Asst. Finance Director Michelle Carpenter, Juvenile Director Dan Golden, Interim County Counsel Marcus Henderson.

**2. Approve Minutes From Last Meeting**

Approved as presented.

**3. Springbrook Training Order Form**

Vickie Noel presented an Order Form for on-site training with Springbrook to provide HR and Finance module updates. New management and staff as well as upgrades to the software has made additional training necessary. Commissioner DeGroot commented on the financial commitment the County has with Springbrook and the need to use it fully in order to reap the benefits of the system. The scope of the proposal was for a longer period than Vickie feels is necessary and would like to request a 2-day on-site training, 8 hours in the HR module and 8 hours in the Finance modules. It was suggested by Commissioner Boyd that we schedule the trainings in 4 hour sessions each day, alternating between HR and Finance. Most of the finance training will be with Kirby so that he can in turn train County employees. Vickie will request a revised order form for \$5,088.00 in training and \$2,500.00 in travel for a total of \$7,588.00.

**4. Budget Committee**

Two applicants for the Budget Committee are scheduled for interviews today at 2:00. Vickie asked if the Commissioners would like her to be part of the interview process. Commissioner Morris suggested she be there for input.

Danise Brakeman will not be able to commit to being at the budget hearing in April due to a family commitment. She will know by mid-February if she will be able to attend. The Commissioners discussed asking a prior committee member to act as an alternate on the Committee in case they are needed. Del Fox and Greg Williams were suggested as possibilities. Commissioner Boyd will reach out to Del Fox to see if he is interested in serving in that capacity.

**5. 2020-21 Budget**

Vickie Noel discussed the County Department's supplemental materials routinely provided for the budget book and the budget process in general. Specifically discussed were the Word document and Power Point slide. Commissioner Morris would like to see a narrative that specifically addresses the major changes since the prior year, staffing issues

and answers to questions that are routinely asked during budget hearings. The information that is provided in the Word document regarding what the department's mission, services and operations do not provide as much useful information to the budget committee. Commissioner Boyd disagreed and likes to have the Word document explaining the department's function so that citizens interested in learning more about County departments have the information available on the website. The Power Point slide, although not used too much by the committee, is broadcast on video and therefore should remain.

It was decided to request Word document and Power Point slide from Departments similar to what has been submitted in years past and to also ask for a short, to the point synopsis in the Proposal section of OpenGov. This narrative should explain the proposal and justify the expense and revenue projections. It should also call out any major changes in line items keeping in mind common questions from the Budget Committee.

## **6. OSU Extension Contracts**

Finance will be drawing up the contract between Klamath County Extension Service Dist and ZCS Engineering for OSU's new Community Outreach Center. Commissioner DeGroot met with ZCS and they discussed the contract fees, schedule and sub-contractors. The fees included in the proposal are the fees for the contract. He explained there will be a hold on the project after the Schematic Design phase and they expect it to last around 6 months. The inactivity of the contractor during this time should not affect the execution of the contract.



Vickie mentioned the Commissioners will also be seeing a bid award from OSU Research for a Seed Cleaner. The approximate cost is \$24,000.00.

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

Vickie Noel and Michelle Carpenter highlighted the ongoing work and projects in the Finance Department.

Other - Asked Commissioners for guidance on an employee who incurred a night of lodging during a travel/training event that was not authorized due to a late check out. Consensus - do not bill employee, Oregon State Marine Board has agreed to pay for lodging.

## **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.  
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