



4/30/2019 - Minutes

1. Call To Order & Those Present

PRESENT: Commissioners Donnie Boyd, Kelley Minty Morris, Derrick DeGroot, Finance Director Sue Murphy, Assistant Finance Director Vickie Noel, Finance Systems Specialist Kirby Garlitz, County Counsel Mika Blain

2. CAFFA Grant Application Resolution

The Commissioners approved and authorized Chair Donnie Boyd to sign Form 8-Grant Application Resolution for the CAFFA grant with budgeted expenditures in the amount of \$2,659,558.

3. SCOEDD Budget Request

In considering the request for SCOEDD funding, the Commissioners discussed CDBG federal funding concerns. Based on that and County budgetary constraints, the Board approved funding to SCOEDD for fiscal year 2019-2020 in the amount of \$20,000, consistent with current year funding levels. A letter from the Commissioners office will convey this action to SCOEDD.

4. Payroll Information To Employees

County Counsel Mika Blain presented draft forms for consideration in obtaining express consent from County employees to allow for paystub information to be delivered electronically rather than in paper form. One form is designed for use by employees currently enrolled in the County employee portal. A second form is intended for use by new employees at initial orientation, serving to authorize direct deposit of pay and selection of either electronic or paper paystub reporting.

Suggested edits to the forms include adding the URL for accessing the Springbrook employee portal, and adding language suggesting use of a personal email address (versus County email address) to the forms.

Following discussion about the process, the Commissioners approved a move to electronic paystub reporting for County employees who expressly consent. Next steps include:

- a) Final revision of forms will be completed County Counsel.
- b) Finance will investigate ability to select only a limited number of employees who request paper reporting to generate paper paystubs within Springbrook.
- c) Implement revised direct deposit authorization form through Human Resources for all

new hires.

d) Ask Human Resources to communicate with all current employees enrolled in the Springbrook employee portal to complete the Request Electronic Delivery of Paystub Authorization Form.

e) Finance will work with employees to convert County emails within the portal to personal emails. Finance will prepare a document outlining the process.

f) Engage Department Finance Managers to work toward registering employees not currently enrolled into the portal. Finance will prepare a document outlining the process.

Sue also communicated an issue related to delivery of payroll checks and paper paystubs. Recent past practice allowed for these documents to be placed in the Finance inter-office mailboxes for pickup by department representatives. Practice within departments also allowed, in some cases, for checks to be left in unattended areas for pickup by employees without confirmation of recipient. In order to improve internal controls, paper payroll documents (checks and paystubs) will no longer be left in mailboxes in any County office, or made available without direct individual contact. Documents will be distributed from Finance on pay day either via the Courier or by direct request of the payroll clerks. Once the documents reach a County department, one individual should be responsible for delivering the documents in person to the intended recipient. No documents should be left for pickup in an unsecure area or remitted without verification of the name on the document and knowledge of the identify of the person receiving same.

5. Supplemental Budget Resolutions

Vickie Noel discussed the need to increase the frequency of supplemental budget resolutions moving into the final months of the fiscal year. She will begin processing requests on a bi-weekly rotation through fiscal year end. Departments will be reminded of the importance of ensuring adequate budgeted funding to cover all anticipated expenditures for the fiscal year, as well as the need to carefully consider budgetary needs each year in order to minimize the number of supplemental budget requests.

6. General Fund Data

A graph of the change in General Fund cash from 2015-16 through 2018-19 was presented, documenting a downward trend. A chart representing year to year comparisons in General Fund Beginning Fund Balance Actual versus Budgeted amounts was also presented. This data had been requested during budget hearings. The significant difference between actual and budget for fiscal year 2018-19 was identified as PILT funds and unanticipated excess fund balances not accounted for at the department level during budgeting.

7. Adjournment

8. Other County Business

Kirby Garlitz demonstrated the OpenGov transparency capabilities. He highlighted the presentation by two governments currently using the feature. Discussion centered on the best approach and organization to launching data through the transparency module. Jessica Chastain, IT, can add a "button" to provide easy access from the CivicPlus website. We then need to provide direction on the format of the landing page and the corresponding views and data contained within OpenGov. Commissioners liked the

format used by El Cerrito, California for access and in the design of their landing page.

Next Steps:

- 1) Provide a demonstration of OpenGov transparency to upcoming Department Heads meeting and to Finance Managers meeting.
- 2) Ask IT to introduce the access point on CivicPlus.
- 3) Create a landing page design and links for the Budget Reports.
- 4) Task Finance Managers with designing one question and corresponding reporting data set.
- 5) Target launch date is set at June 1.

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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