



7/30/2019 - Minutes

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

PRESENT: Commissioners Kelley Minty Morris and Derrick DeGroot, Finance Director Sue Murphy, Assistant Finance Director Vickie Noel, IT Director Jessica Chastain, HR Director Lisa Jackson, HR Manager Alyssa Gentry, County Counsel Mika Blain, Public Works Manager Mary Lou Wilton

**2. Approve Minutes From Last Meeting**

Minutes approved as presented.

**3. Senior Center Funding Request**

This matter has been placed on the August 7th BOCC Work Session agenda at the request of the Senior Center Director Marc Kane. The Commissioners did request the amounts of contributions made to the Senior Center in prior years. Vickie Noel provided this data in an email subsequent to the meeting, notifying them of the following:

2016-17 \$5,000

2017-18 \$7,500

2018-19 \$7,500

**4. Property Management Tax Reserve**

Commissioner DeGroot outlined two options to address the need for funding to allow for ongoing cleanup of abandoned properties:

- 1) Reserve adequate funds in Fund 7165-Foreclosed County Property;
- 2) Borrow from another fund if needed to cover shortages as experienced.

There are approximately 395 mobile homes slated for cleanup in the next couple of years, with an estimated cost of as much as \$30,000 per unit possible in some cases.

Commissioner Morris expressed discomfort with expecting districts to agree on withholding a large reserve to cover possible future costs. She suggested that a request be sent to the Property Manager to establish a thoughtful estimate on the total required costs.

Vickie Noel, County Treasurer, presented her request for a decision related to the distribution of proceeds from the 2018-2019 property sales. She would like to adhere to the language of the statute, proposing that upcoming fiscal year sales be conducted in August, with those proceeds spent down on cash needs to prepare properties for sale throughout the balance of the fiscal year. A one-time remedy for fiscal year 2018-2019 would be to distribute all reserves in Fund 7165 with the exception of the carryover balance accumulated prior to her tenure as County Treasurer (\$718,000).

Commissioner DeGroot proposed a motion that \$300,000 be added to the prior years' carryover to allow for a reserve of \$1,018,000, with the balance distributed to districts. Following a second and unanimous consent, the motion passed.

## **5. Vehicle Allowances**

Sue updated the group that County Counsel had reviewed the policy and employee election form with edits noted. A question was raised by Counsel about the ability to apply changes retroactively to the lease and fuel valuation taxable to employees. Sue cited language from IRS Publication 15-B that explicitly states that such benefits are taxable and must be included in the recipient's pay. The IRS guidance further states that such taxable benefits can be treated as taxable on any frequency, but no less than annually with reporting on Form W-2.

Commissioner DeGroot agreed with a need for reporting in full for the 2019 calendar year and no retroactive adjustments for prior years. He suggested that the Commissioners consider the current authorizations for employee commuting with County vehicles as outlined in HR Policy 811-A Addendum.

Action items:

- 1) HR review of the draft policy and employee election form.
- 2) BOCC evaluation of policy and authorizations for employee commuting use of County vehicles.
- 3) Presentation of the revised policy documents for BOCC approval.
- 4) Obtain updated election forms from authorized employees.
- 5) Notice to employees regarding adjustments to 2019 calendar year taxable income related to lease and fuel valuation corrections.
- 6) Provide departmental payroll managers with updated payroll reporting template for use each pay period.

## **6. Standard Annual Hours For Personnel Budgeting**

The Commissioners unanimously approved the use of 2,080 as the standard for personnel budgeting on a consistent annual basis. This information will be used in the set up of the OpenGov Workforce module.

**7. Springbrook Software Renewal**

Commissioners directed Finance to proceed with the RFP process for an ERP software vendor. Scoring weighting will be emphasized for factors such as transition time, implementation costs, staff training requirements, and compatability with OpenGov. It was suggested that a ten year period be encompassed in the agreement, through a combination of initial contract term and renewal periods.



**8. General Liability Insurance**

**9. General Fund Data**

**10. Other County Business**

Commissioners took action to approve an RSIS application through Business Oregon.

**11. Adjournment**

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Klamath County Commissioners' Weekly Calendar is subject to change without notice.

305 Main Street 2nd Floor, Klamath Falls, OR 97601

E-mail: [boccc@klamathcounty.org](mailto:boccc@klamathcounty.org) Website: [www.klamathcounty.org](http://www.klamathcounty.org)