



8/25/2020 - Minutes

1. Call To Order & Those Present

PRESENT: Commissioners DeGroot, Morris and Boyd, Vickie Noel - Finance Director, Michelle Carpenter - Asst. Finance Director, Amanda Van Riper - Interim Human Resources Director, Kirby Garlitz - Finance System Administrator, Marcus Henderson - County Counsel.

2. Approve Minutes From Last Meeting

Approved as presented.

3. Lieutenant COLAs, Exception To Policy

Amanda Van Riper presented a memo to the Board requesting updates to the two Lieutenant positions in the Sheriff's Office to include proposed changes to the KCPOA and Teamsters contracts. The Board felt that the Lieutenant's should not be required to wait for ratification of the two union contracts due to their non-union status. They will receive the benefits retroactive to July 1, 2020. This is an exception to County Policy as the policy states they normally follow the Teamsters union for compensation and KCPOA for benefits.

4. Oregon County Counsels Association - Response To Lottery Proceeds

Vickie shared the response from the Governor's office to the Oregon County Counsels Association regarding the 50% reduction in the 4th Quarter payment of Video Lottery revenues. The letter is further clarification regarding the action, there is no change in the way the payment was calculated.

5. Modify Spring 2020 Klamath Film Tourism Grant Agreement

Kirby presented a request from Klamath Film to change their Spring 2020 Tourism grant budget to remove \$2,300.00 from marketing and spend the funds to secure the software necessary to offer the event virtually. The Commissioners agreed to allow this as a one-time extraordinary measure as the whole idea of the Tourism grant program is to get "heads in beds" and holding the event virtually defeats that purpose. The reasoning behind the change, COVID19 precautions, is supported by the Commissioners for this one cycle to make sure that the event will still be able to continue. A Logo usage agreement was also presented for signature by the Chair and County Counsel. A motion was made, seconded and unanimously approved for the Chair to sign.

6. Economic Development And Tourism Fall Grant Cycles

Kirby and Vickie discussed the upcoming Fall 2020 cycles for Tourism grants and Economic Development grants. The Economic Development fund has \$50,000.00 set

aside for the cycle and the Commissioners feel that during this time, there may still be a need for new businesses or expansions to apply for funds. All 3 commissioners agreed that the Economic Development Fall 2020 grant cycle should continue.

The Fall 2020 cycle for Tourism was discussed and it was determined that the Board would prefer to hold the funds to promote events in Spring 2021 or Fall 2021, to be determined after all venues are re-opened following the COVID 19 pandemic. Most events have been postponed or cancelled due to the pandemic from the Fall 2019 round. Kirby will email the committee members to receive feedback regarding this consensus opinion by the Board.

7. Budget Book Software

Vickie presented a quick demo of a fictitious company created by ClearGov showcasing their budget book product. Kirby, Michelle C. and Vickie reviewed 3 different budget book solutions and picked ClearGov as the best. ClearGov also had the lowest price of \$9,520.00 the first year. The Commissioner's liked the new layout which is a more modern look, the fact that it will save time for the Finance staff and liked that the price is lower than what were paying for Workiva. The Service Order is on the September 1, 2020 Board agenda for approval.

8. BP Media Contract Extension

Brian Prawitz from BP Media has asked for an extension to the BP Media Contract for two additional months. We have already paid the full contract, however, with the COVID pandemic BP Media has been focusing much of their attention on that and have not completed the brochure on general County Government or more extensive advertising for You Tube. Commissioner Boyd feels there is no reason to extend the contract and doesn't like using COVID as an excuse for not getting done what was contracted. Motion made and seconded to allow the extension through October 31, 2020. Commissioner Morris and DeGroot vote to extend, Commission Boyd votes nay. Motion passed.

9. CRF Planning

Childcare/Virtual Learning Facility - Commissioner DeGroot brought the group up to date on the planning of the facility. He has been working with OCDC (Oregon Child Development Coalition), The Kid Center and the YMCA to discuss all the logistics of getting the facility up and running. Tarah Patzke, KC Fairgrounds employee will be the program administrator as the childcare providers are not willing to take on the task. A new fund will need to be set up in the Finance system to account for all of the revenues and expenses. Liability insurance has been discussed with Great Basin Insurance. The rent to the Fairgrounds will be approximately \$252,000 from September through May 2021. Tents will be rented (possibly purchased) to set up small groups of kids with one provider in each group throughout Linman Hall. CRF funds will be used between now and the end of December and parent payments for the service will cover the personnel and other costs after January 1, 2021. There will be money set aside for scholarships for low income families. The YMCA will work with us on this part of the funding. Maintenance for the facility will be performed by the laid off fairground workers and the child care staff will be contracted through the child care agencies, schools or Elwood Staffing.

Refrigerator - The purchase order of the COVID refrigerator has been placed with vendor.

Technology Upgrades - Vickie presented an email from Jessica regarding a bill she has

been introduced designating \$28 billion to secure state and local IT systems. Jessica will follow the bill and inform the Board if it passes.

Hands free bathroom and break room dispensers - Glen Gregory, Maintenance Director has ordered hand sanitizers on stands to place in areas around County Buildings. Hands free soap and paper towel dispensers is still being reviewed.

10. **General Fund Data**

Vickie presented worksheets for Commissioner to review. The first was a graph showing the cash balances within the banks, investments and overall. Investment balances are decreasing due to increased need for cash, particularly in the Public Works Department.

The second sheet was a budget to actual report for the General Fund Non-Departmental. This fund is showing a carryover of \$6.1 million before closure of the general fund departments. The estimate of funds turned back to the GF from the departments for 2019-20 is around \$700,000.00.

The third document is a Holdings by Maturity and Ratings report from GPA that shows the Board all of the investments, yields, ratings and maturities.

11. **Current/Ongoing Finance Work And Projects**



Discussed ongoing year-end adjustments and preparations for audit and the financial statements

Asked that the Commissioners add the Pension Issue to the next County Counsel meeting to discuss the language changes needed in the plan document. Want to keep this item on our agenda so it doesn't slip through the cracks. Originator's of this issue, Mika, Lisa and Sue are no longer with the County.

12. **Other County Business**

None

13. **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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