



Board of Commissioners Administrative Agenda  
March 30, 2021 ~ 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)**

[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**

**4. Amanda Van Riper - Human Resources**

**1. Approval And Signature Of 401(A) Plan**

**2. Telecommuting Policy Discussion Continued**

**3. Department Request -Public Health Time Donation**

Documents:

[DEPARTMENT REQUEST - TIME DONATION SHELDON.PDF](#)

**4. Reclassification Of Museum Manager**

Documents:

[DEPARTMENT REQUEST - MUSEUM RECLASS \(002\).PDF](#)

**5. Volunteer Opportunity**

**5. Myles Maxey - Developmental Disabilities**



**1. Approval To Sponsor Equipment As Part Of The Moore Park Project**

## **6. BOCC**

- 1. Sergeant's Compensation Package Discussion Continued**
- 2. SCOEDD Grant Support Letter Request**
- 3. Project Home Front / Oregon 8 Motel Discussion Continued**
- 4. Social Gaming License Application**

## **7. Other County Business**

## **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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**KLAMATH COUNTY  
Human Resources**

To: Board of County Commissioners  
From: Amanda Van Riper  
Interim Human Resources Director

Date: March 30, 2021

Re: **Department Request – Public Health Time Donation Request**

**Date Scheduled for Administrative Meeting: March 30,2021**

In accordance with Human Resources Policy and Procedure Manual Sections 321, Donation of Vacation and/or Sick Time, it states that vacation and sick time can be transferred to another employee if approved by the BOCC.

On behalf of Jennifer Little, Public Health Director, we are seeking your approval for a time donation for Darlene Sheldon. Darlene has been out on FMLA since March 8<sup>th</sup> and we anticipate her to return on April 1<sup>st</sup>. Darlene ran out of sick leave on 3/18.

Attached is the department’s request for approval for 60 hours of donated time for Darlene.

**Suggested Motion:** Hereby motion to approve the time donation request for Ms. Sheldon as outlined above:

\_\_\_\_\_  
Chair

Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner

Approved   
Disapproved

\_\_\_\_\_  
Date





**KLAMATH COUNTY**  
**Human Resources**

To: Board of County Commissioners  
From: Amanda Van Riper  
Human Resources Director

Date: March 30, 2021

Re: **Reclassification Request – Museum**

**Date Scheduled for Administrative Meeting: March 30, 2021**

On behalf of Commissioner Morris, we are seeking your approval to reclassify Todd Kepple from Museum Manager (UF20) to Museum Director (DF10). The reclassification was originally discussed by the Board on March 18, 2021, however, with turnover in the HR Department, the request was not brought back to the board.

Our comparator counties do not have a Museum department so to determine a suitable paygrade we looked at our departments that have similar FTE's. We determined the Fairgrounds would be our best comparator for the following reasons:

- Both departments have similar FTE count.
- Both departments manage multiple buildings.
- Both departments have their own board.
- Both departments work with the public and host community events.

We are requesting to reclassify Todd effective April 1, 2021 from a UF20 step 7 ( \$4,243/month) to a DF10 step 1 (\$4,840/month). Todd's seniority date will not change.

The department has the money in their budget.

**Suggested Motion:** Hereby move to approve the request to reclassify Todd from Museum Manager, UF20, to Museum Director, DF10, as outlined above:

\_\_\_\_\_  
 Chair  
 Approved   
 Disapproved

\_\_\_\_\_  
 Commissioner  
 Approved   
 Disapproved

\_\_\_\_\_  
 Commissioner  
 Approved   
 Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date