

July 28, 2016

2:00 PM - A Department Head Meeting was convened in the Commissioner's Office in the Lincoln County Courthouse with Commissioner Mark Peck and Commissioner Mike Cole via VisionNet. In attendance were: Lois Sciligo in Eureka, Nick Raines via teleconference and Robin Benson, Dennis Totten, Ray Price Dan Williams, Deb Blystone, Jennifer McCully, Lori Faulkner, Lisa Oedewaldt, Victor White, Bryan Alkire, Roby Bowe, Dave Kyriss, Jay Sheffield, Marc McCully, Cyndi Miller, Wendy Drake, Nancy Trotter Higgins, Rick Ball, Rick Kesling, Susan Farmer, Tom Magone and Leigh Riggleman.

2:00 PM – The new **Personnel Policy** was discussed. Commissioner Peck asked that all Departments read it, distribute it to employees for possible changes or additions and send any suggestions or comments to Vic White in Human Resources. He also indicated that the Computer Policy will be reopened for revision.

The Budget Process was explained. Commissioner Peck said that the Commission had been working with budgets and expenditures, keeping in mind that taxpayer dollars are being spent. He complimented all departments within the County for providing outstanding levels of service, that he realized that budgets will be getting tighter and it was important to continue services with maximum efficiency. He didn't want anyone to feel as though budget decreases were punishments, but keeping budgets trimmed while trying to plan for unanticipated expenses was a difficult process. He reiterated that communication between the Commission and Department Heads is critical in maintaining a smooth flow and so that, when unexpected problems arise, the Commissioners will be more than happy to listen and work on solutions to those problems.

Dallas Wamsley's 'job description' was discussed. Departments were encouraged to clear needs for Dallas' time through Vic or Commissioner Peck before depositing additional work needs on her desk. Cross training was discussed and Commissioner Peck indicated that the training process is currently being reviewed.

Worker's Compensation and W-9 forms for contracted services must be completed for any person, contractor or business before work is performed as Lincoln County would be liable if someone gets hurt while performing services on county property. Required documents are: proof of workman's compensation or proof of exemption, W-9 form and proof of liability insurance.

RESOLUTIONS ~ Departments are responsible for drafting their resolutions. The resolutions are required to be submitted to the County Attorney for approval before being submitted to the Board of Commissioners.

WEBSITE ~ Ric Kesling spoke about the new County Website. After discussion, the date that the website will go live was changed from August 9, 2016 to August 23, 2016. Training will occur for those employees in each department who have been designated to maintain their individual department's website.

MATT PICKETT – Commissioner Peck introduced Matt Pickett as a consultant who has been hired to look at how Lincoln County does business and make suggestions to help the county run more efficiently to maximize how taxpayer dollars are being spent while keeping the high level of service given to the public. He looks at finding opportunities to streamline and suggest ways to accommodate the process. Matt is available to anyone within the county

Commissioner Peck announced that they are working on an executive assistant job description but that it was in process. It may be a position that is hired as employee or that it may be a position that will be contracted services.

He said that the Commissioners would have loved to have given the employees more than a 1 percent Cost of Living Allowance, but insurance costs increased significantly. Other insurance options are being looked at for next year, but the current insurance plan was still the best for the employees. Vic White indicated that, although he hadn't crunched numbers, it seemed that over half of the employees had taken advantage of the vision and dental plans that had been offered this year.

3:19 MEETING ADJOURNED

LINCOLN COUNTY BOARD OF COMMISSIONERS

Mike Cole, Chairman

ATTEST: _____

Leigh Riggleman, Clerk of the Board