

October 14, 2016

The Lincoln County Board of Commissioners met for a special session on October 14, 2016, in the Lincoln County Courthouse, Libby, Montana. Present were Commissioner Cole, Commissioner Larson, Commissioner Peck, and Clerk and Recorder Robin Benson.

9:00 AM Discussion on the Operational Assessment of Lincoln County submitted by Matt Pickett:

The purpose of this special session is to discuss the Operational Assessment of Lincoln County submitted to the commission on October 11, 2016 by Matt Pickett, owner of Business Owners Assistant (BOA).

The commission decided the RFP for Auditor Services to go out after the new county administrator is in position and the audit for FY 15/16 is completed. Today is the last day for applications for the county administrator position. The commission agreed it is important to have the county administrator involved in the process for implementing/creating the county finance structure.

The commission discussed the importance of training department supervisors on change management and performance analysis and process improvements. The goal of the commission is to bring someone in to provide the training. All departments need to be informed about the county administrator position and other potential structural processes and procedural changes. Commissioner Peck suggested having other department supervisors involved in narrowing down the applications to no more than 5 and to bring other community leaders/elected officials in the interview or selection process.

The commission agreed it is essential to review of the Cost Allocation Plan and provide training for department supervisors to prepare Capital Improvement Plans (CIP) and budget training.

In reviewing the 9 recommendations by Matt Pickett, it was decided that recommendations 1, 2, 3, and 9 would be addressed after we bring the new County Administrator on board. For recommendations 4 – 8 we will request assistance from BOA starting with recommendations 4, 5, & 8 initially.

The commission agreed to have Black Mountain Software training provided to implement change to electronic timecards which capture specific task information and can translate that information to the funds associated with paying those specific expenses.

The complete Operational Assessment for Lincoln County prepared by Matt Pickett, owner Business Owners Assistant will be filed in the Clerk and Recorder's Office.

11:15 AM Meeting Adjourned:

LINCOLN COUNTY BOARD OF COMMISSIONERS

Mike Cole, Chairman

ATTEST: _____
Robin Benson, Clerk of the Board