

April 25, 2017

The Lincoln County Board of Commissioners met for a special session on April 25, 2017, in the Lincoln County Courthouse, Libby, Montana. Present were Commissioner Cole, Commissioner Bennett, Commissioner Peck, County Administrator Darren Coldwell, Accounting Deputy Wendy Drake, Payroll/H.R. Coordinator Dallas Bowe and Clerk and Recorder Robin Benson. Commissioner Peck is in Washington on county business.

10:00 AM Finance Meeting:

- **County Attorney Update:** Present were County Attorney Bernard Cassidy. Mr. Cassidy said he has negotiated with Department Public Health and Humans Services (DPHHS) regarding pre-commitment costs of inmates from Lincoln County. The total bill was \$63,000; negotiated down to \$42,000. Mr. Cassidy informed the commission that Lincoln County over paid Kalispell Regional hospital approximately \$46,000 and that payment has been received. Mr. Cassidy suggested sending the Kalispell payment to DPHHS or pay ¼ now with a payment plan over the next 4 years. Darren said his preference would be to pay off the total amount and have it off the books for next fiscal year. Darren will place this on the Commissioner's agenda for discussion.
Mr. Cassidy submitted a draft resolution for review to appoint Jennifer Mariman to the Lincoln County Board of Health.
Mr. Cassidy informed the commission that he is looking into hiring a temporary position for the Victims Witness position.
Mr. Cassidy informed the commission that he is considering retirement in September.
- **Finance Department Web Page:** Present was IT Director Ernie Anderson.
Ernie gave a presentation of the Finance Page for the county website. The page has the district budget form that is fillable and can be submitted online to the Finance Department; this will be part of this year's county board training scheduled on May 12, 2017. County and District budget reports will be archived on the finance page. The page is still in production, but will be live soon.
- **Payroll:** Ernie said the IT Department needs to go around to all the work stations, but the county should be able to go to electronic timecards in about 2 weeks.
- **Employee Incentives:** Darren shared a draft letter for commission review regarding Cash in Lieu of Insurance, Employee Buy-Out opportunity, Employee Health Savings Accounts and Short and Long Term Disability Plans. After commissioner approval, the letter will go out to all county employees.
- **County Bids:** Darren informed the commission that he is working on bid packets for tires, cleaning services and Kootenai Falls catering service. Commissioner Bennett said that with commissioner approval, the county could purchase the building at Kootenai Falls and he will visit with Jennifer Nelson about environmental health requirements.
- **Columbia River Basin Meeting:** There is a conference call tomorrow with Flathead, Sanders, and Lincoln Counties. Commissioner Bennett will attend the conference call on behalf of Lincoln County.
- **Office 365/2016 Software:** The cost is \$17 month per employee to upgrade from 2010 to Office 2016 software. Darren will place this on the commissioner's agenda for further discussion.
- **Union Audit:** Dallas said an audit was conducted of the union dues and \$1100 is due to the landfill retirement fund. **Motion** by Commissioner Peck to pay outstanding retirement that is due to the landfill retirement fund out of PILT. Second by Commissioner Bennett, motion carried.
- **Airport Budget:** Wendy informed the commissioners that the Libby Airport is over budget. Commissioner Bennett questioned if that could be contributed to snowplowing or fuel costs. Commissioner Peck said he would like to see the claims before talking to the airport board or making any decisions. Darren said he will pull the claims and bring it to the commissioners for review.

11:00 AM FY 15/16 Audit Exit Meeting: Present were Bob Denning and Angela Holmes from Denning, Downey and Associates.

Bob introduced Angela to the commission stating that Angela performed the FY 15/16 County Audit. Angela stated their only finding was the dispersion of Forest Reserve monies to the schools. County Treasurer Nancy Higgins will correct the error by May 15, 2017. Angela submitted a list of closing adjustments to the commission for review.

Angela informed the commissioners that if a mid-year budget amendment is physically adjusted in the accounting system, a resolution has to be signed at that time, not end of year.

Robin asked Bob to talk about any benefits to the county to hire a grant administrator. Bob expressed that with the rules and guidelines for federal grants becoming more stringent, it would be advantageous to have a person overseeing federal dollar grants. Bob also expressed that Lincoln County has many social needs and now is a good time for Lincoln County to receive federal dollars in grant monies. A grant administrator would oversee that grant guidelines are being followed as well as attaining grant funds for the county.

Robin stated that Bob and Angela are very good to work with and expressed her appreciation. Robin also thanked the Commissioners for their hard work and diligence (lots of meetings) over the past two years to ensure the budget process and timeline were conducted efficiently and accredited them for the past two years of good audit reports. Robin said she is thankful the commissioners created a Finance Department and feels Lincoln County will benefit from this structural change.

LINCOLN COUNTY BOARD OF COMMISSIONERS

2:00 PM Meeting adjourned

ATTEST: _____
Robin A. Benson, Clerk of the Board

Mike, Cole, Chairman