

**April 30, 2019**  
**Department Head Meeting and Finance Meeting**

The Lincoln County Board of Commissioners met for a special session on April 30, 2019 in the Lincoln County Courthouse, Libby, Montana. Present were Commissioner Peck, Commissioner Bennett, Commissioner Letcher, County Administrator Darren Coldwell, and Clerk and Recorder Robin Benson.

**2:00 PM Department Head Meeting:** Present were Jennifer McCully, Brian Griffeth, Darren Short, Joe Nagle, Jessica Vanderhoef, Vanessa Williamson, Jennifer Nelson, Tricia Brooks, Sedaris Carlberg, Virginia Kocieda, Bryan Alkire, Dan Williams, Ernie Anderson, Marc McCully, Dallas Bowe, Wendy Drake, and Alyssa Ramirez. Also present were Ray Price and Svea Jorgenson, Eureka via VisionNet.

*The following agenda submitted by County Administrator Darren Coldwell.*

DEPARTMENT HEAD BUDGET DISCUSSION 2019/20

1. Budget changes and Expectations
  - a. Darren's update to the department heads
  - b. Allowable budget will be the same as last year
  - c. Commissioner approval is expected for any increase in line items
  - d. Department heads are more than welcome to eliminate certain line items to increase others
  - e. All personnel increases, or promotions must be approved by commissioners. They will not go into effect until the next fiscal year.
  - f. Review your current budgets and see what revenue is currently available, you may be able to purchase in this fiscal year
  - g. Review of Travel Policy and Travel Reimbursement Policy
  - h. Review of claims process and claims expectations
2. Commissioners address to the department heads

Darren Coldwell commended all department heads for their diligence in managing their budgets. The county has cut 1.5 million in 2 years with continued service and a productivity increase. The morale is up, and we have added some new positions. Our grant-based employees have also increased.

Budgets will stay the same, but department heads can shuffle line items as necessary. Promotions and step increases must come to the commissioners first for approval. The finance department will meet with every department head, expressing the budget is the most important thing we do.

Darren Coldwell submitted the Travel Policy and Travel Reimbursement Policy to all department heads requesting they review travel and claim processes.

Dallas commented she is working with the IRS on some W2 corrections. Dallas informed department heads that she was approached by Experienced Works State Program and the county can have 5 employees paid by the state. Some of the criteria is the person must be at least 55 years old, unemployed with limited income.

Commissioner Bennett thanked the department heads for being involved in the budget process. The commissioners are responsible for the budget, reminding everyone that it is not our money, it is the taxpayer's money. Commissioner Bennett said he is tasked with approving claims and asked department heads to make sure signatures are legible on claims, receipts and invoices and to ensure the reason for the purchase is clarified.

Commissioner Bennett expressed there is a lot of good material in webinar training and encouraged employees to utilize training available to learn and grow in their positions. Commissioner Peck said webinar training is also for employees; training makes a positive difference. Commissioner Peck informed the department heads that the county will be providing a two-day training on basic leadership skills in June; it will be well worth your time to attend.

Commissioner Peck said he is optimistic where the county is going. Last year revenue showed a slight increase which is not much, but it did go up. The county is receiving SRS and PILT funds, the amount may be less, but it helps. Commissioner Peck expressed he appreciates supervisors doing more with less and encouraged supervisors to make a request to speak to the commissioners if needed; we are here to listen and answer questions.

Commissioner Letcher commented that it is his first year going through the budget process and he will be asking a lot of questions, not to be intrusive, but to help him understand the functions of departments and the budget process.

Dan Williams informed everyone that he will be conducting a Bear Spray Safety Class May 15 at 8am at the Weed Shop.

**3:00 PM Finance Meeting:** Present were Finance Director, Wendy Drake.

There was a brief discussion about the fair fund; the finance department will meet with the new fair manager for training on the budget and claims process.

**Meeting adjourned** at 10:40 PM

**LINCOLN COUNTY BOARD OF COMMISSIONERS**

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Mark Peck, Chairman

**ATTEST:** \_\_\_\_\_  
Robin Benson, Clerk of the Board