

May 2, 2017

The Lincoln County Board of Commissioners met for a special session on May 2, 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.

10:00 AM **Finance Meeting:**

- **Vehicle/Equipment and Property Insurance Update:** Darren commented that after conducting research, there are 132 vehicles or equipment that the county has been insuring that no longer are owned by the county. Those items have been removed from the insurance list and Tom Wood is compiling a new list of vehicles/equipment that is accurate. Next fiscal year, Darren said he would like to see those costs as a line item in individual department budgets. Darren said he did visit with MACo and this service can go out to bid. Darren listed some properties (buildings) that are not owned by the county, yet the county is insuring, for example: the Upper Yaak Fire Hall and the Troy Museum. These also will come off the insurance list. Darren said he is working on getting a true list for vehicles, equipment, and properties, and then potentially putting insurance service out to bid.
- **Finance:**
Darren submitted four documents for the commission to review:
 1. Policy Statement on Grant Administration to establish policies for the administration of grants in Lincoln County.
 2. Lincoln County Time and Effort Financial Policy to establish guidelines in which federal grant funds are used to pay any portion of salary or benefits any employees.
 3. Finance and Accounting Policy which applies to all purchases or procurement of goods, services and equipment made on behalf of Lincoln County.
 4. Employee Travel Policy
- **Bid Packets/Contracts:** Bid packets for tires are complete and will go out today and will be advertised. Darren questioned if the cleaning in all departments needs to be conducted on a daily basis or could the service be pared down to three times a week.
- **Maintenance Department:** Darren said he would like to see how it will go for a while having one full time employee in the maintenance department and potentially hiring a part-time person during winter months.
- **Cell Phone Policy:** Dallas informed the commission that the Verizon bill is \$5,000 per month or approximately \$60,000 per year. There are 28 employees that the county is paying a portion of their personal phones due to on call type positions adding approximately another \$10,000 per year, for a total to Verizon of over \$70,000. Wendy asked if this can be paid quarterly under the claims process instead of county contracts with Verizon. Wendy suggested looking into phone policies from other counties. Commissioner Peck mentioned that land lines should be considered in the cost savings plan. No decisions were made at this time.
- **Sheriff's Department:** Darren asked the Commission if the union contract with the Sheriff's Department is still in effect since that department is no longer union or do those employees now fall under the County Employee Personnel Policy? Dallas said she has visited with MACo and there is no longer a union contract. Commissioner Peck said the county needs to have an official policy or agreement for the Sheriff's Department. Darren said he would set up a meeting with Sheriff Bowe or Undersheriff Huff for further discussion. No decisions were made at this time.
- **Health Insurance Cost:** Darren informed the commission that the health insurance contract is for 3 years and would lock in the annual increased amount. If the contract is annually, the increase could be more. It was decided not to lock into a 3 year agreement as the savings only applies to the 1st year of the contract.
- **Department Supervisor Meeting Agenda:** Darren asked if there was anything the commissioners would like to add to the agenda for tomorrow's department supervisor meeting at 1:00 PM. Commissioner Peck said he would like to talk about efficiencies in how we are doing business. Workers Comp for contractors will also be discussed as well as Capital Improvement Plans, budget process and payroll training.
- **Electronic Time Cards:** Dallas provided a brief overview of how the Black Mountain Electronic Time Card System will be used by the employees. Commissioner Cole expressed appreciation to the work and efforts of the Finance Department.

LINCOLN COUNTY BOARD OF COMMISSIONERS

12:00 PM Meeting adjourned

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

Mike, Cole, Chairman