

**March 16, 2026**

The Lincoln County Board of Commissioners met for a special session on March 16, 2026, in the Lincoln County Courthouse, Libby, Montana. Present were Commissioner Teske, Commissioner Hammons, Commissioner Duram and Clerk and Recorder Corrina Brown.

Zoom participation: Bryan Alkire

09:00 AM **Discussion on Hiring a County Administrator Versus Hiring an Administrative Assistant:** Present were Dallas Bowe and Sedaris Carlberg.

Commissioner Teske opened the special meeting to discuss whether to hire a County Administrator or rehire a County Administrative Assistant following the resignation of the previous assistant. In the interim, administrative duties are being handled by a commissioner.

Discussion focused on the pros and cons of each option. Commissioners noted that a County Administrator could improve communication, ensure consistency, provide a single point of contact for departments and help navigate open meeting law constraints. Benefits discussed included oversight of budgeting, supervision functions and grant management. Concerns were raised about increased costs (approximately \$40,000 more annually), budget limitations, public perception and ensuring the role effectively supports departments.

Staff shared concerns about workload distribution and emphasized the need for clearly defined job responsibilities to ensure support is provided across departments. Commissioners agreed the job description would need revisions regardless of the decision.

**Motion** by Commissioner Duram to hire a County Administrator with an amended job description in place of the Administrative Assistant. Second by Commissioner Hammons. Commissioner Duram advised the county could be well served by a qualified administrator, the position can be funded and it would improve communication under open meeting law constraints. Commissioner Hammons stated that an administrator could assist with operations and reduce direct supervisory involvement by the commission. No public comment. Motion carried.

The board reviewed and revised the County Administrator job description following its decision to create the position. Updates clarified responsibilities for budget oversight, coordination with departments, personnel management and communication. Additional duties for grant tracking, grant oversight and policy development were added. The draft will be updated and circulated for further review before final approval and posting.

09:51 AM **Adjourned**

**LINCOLN COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Brent Teske, Chairman

**ATTEST:** \_\_\_\_\_  
Corrina Brown, Clerk of the Board