

**GLACIER COUNTY COMMISSIONERS
REGULAR MEETING
Tuesday, April 5, 2011**

The Board of Glacier County Commissioners met at a regular meeting at 9:00 a.m. on Tuesday, April 5, 2011. Commissioners Michael DesRosier, Ron Rides At The Door and Tony Sitzmann were present. Commissioner Michael DesRosier called the meeting to order. Glenda Hall, Clerk & Recorder was present.

Present throughout the day: Bill Bandel, GC Road Supervisor; Charles Farmer, DES; Jerilee Wilkerson, Economic Development; Darryl Omsberg, Superintendent of Schools; Carol McDivitt, Health Dept; Diane Proefrock, Human Resource; Sheriff Napi Billedeaux; Lyle Salois, Maintenance; Damon Bunting, Extension; Tom Seifert, Sergeant & Maurice Redhorn, Under Sheriff; Tim Seifert, Detention Center Supervisor; Nikki Lako, Minutes

9:00 a.m. Department Head Meeting

**DEPARTMENT SUPERVISOR MEETING AGENDA
Tuesday, April 5, 2011
9:00 a.m. – 10:00 a.m.**

- I. Old business;
 - a. DES Update – Charles Farmer
- II. New business;
 - a. Strength Training – Jodi Duncan
 - b. Preliminary Budget Worksheets – Glenda Hall
 - c. Budget/Actual Expenditure Reports
 - d. Budget/Actual Revenue Reports
 - e. Job Descriptions
 - f. Personal Credit Cards
- III. Department Updates;
- IV. Comment;

Commissioner DesRosier opened the meeting by welcoming everyone on such a nice spring day.

I. Old Business;

a. DES Update – Charles Famer

The EOP (Emergency Operations Plan) is in the printing stage after seventeen (17) months, three hundred (300) signatures and \$18k (fully funded by the State). It has already been put to use due to extreme weather related emergencies. The COOP/COG went good. There were thirty-one (31) in attendance, generating \$2,084 for DES. The credentialing is underway. Farmer spoke briefly on the situation of being questioned about his two (2) new deputies Debbie Farmer and Patrick “Red” Strand. The questions included the hiring process, pay, etc. He explained how very fortunate he is to have two (2) volunteers to be the Deputy DES personnel. There will be ICS training in the near future; Farmer will email a notice when it gets closer. The next LEPC meeting will be April 28, 2011. Commissioner Sitzmann asked Farmer if he has been working with the local fire departments. Farmer replied that he has been collecting data and documentation to help with the formula for budgets. Commissioner DesRosier added that during heavy snow storms and blizzards we all need to be aware of an official statement to the public. We all need to be on the same page when giving information to the public. DesRosier commended Farmer for his organization and preparedness.

II. New Business;

a. Strength Training – Jodi Duncan

The commission commended Jodi Duncan for taking this project by the horns and getting it up and running. This program will work with the health program/wellness program. Diane Proefrock, Human Resource Officer stated that the program is geared for the elderly, but would benefit anyone interested in core strengthening. Commissioner DesRosier believes this will be a beneficial program; it’s easier than the Zumba craze. A pamphlet was handed out for department heads to pass on to all individuals who may be interested.

b. Preliminary Budget Worksheets – Glenda Hall

Clerk & Recorder Glenda Hall handed out the Preliminary Budget Worksheets to the department heads. Upon receiving the worksheets, the department head signed for the document.

c. Budget/Actual Expenditure Reports

d. Budget/Actual Revenue Reports

Hall explained that regarding salaries would be determined during the compensation board meeting later this month. Clerk & Recorder Hall has asked the department heads to return the Preliminary Budget by May 6, 2011. D Omsberg Superintendent of Schools asked about the Oil & Gas revenue and how is it going to be applied. Commissioner DesRosier stated that MACo is not taking a stand, this issue has quieted down. DesRosier touched on the reserves and the target goal for the county as a whole is 33.3%. Is that by department? Hall replied that each department has a reserve but it is also calculated as a whole. Each department will need to set up time with Hall to review the budget for the next fiscal year.

e. Job Descriptions

Diane Proefrock, Human Resource Officer explained that the county has been “dinged” for not having job descriptions for all county positions. The county has looked into hiring a company to the descriptions. Proefrock has asked that each department head create job descriptions for each position in their department (not the description of the person). She handed out an outlined form to help create each description. This will be an ongoing process. This will help when advertising for an open position when it is called for. Commissioner Rides At The Door added that the job service also has websites to help with this project. Proefrock urged those department heads that if they are having trouble, to contact her and she will find a resource to help get the description done. Commissioner DesRosier stated that even the positions that aren’t full time or rarely used, to create those job descriptions too.

f. Personal Credit Cards

The Clerk & Recorder is currently working on a Financial Policy & Procedure Manual. The usage of personal credit cards for county purchases is being misused and is technically not allowed. The Commissioner’s advised all of the department heads that the county will not pay for purchases with personal credit cards unless it is pre-approved by the commission. The county has an extensive vendor list for county purchases. Darryl Omsberg asked about travel and lodging. Commissioner DesRosier explained that is acceptable. Stay away from office equipment and supplies, added Commissioner Rides At The Door. Proefrock added that even cash purchases of this nature are unacceptable. Hall stated that her office has compiled a list of hotels for most major cities and these hotels have direct bill for Glacier County.

Commissioner DesRosier told the department heads that the county would be holding a county auction late spring or early summer months. Prepare a list of items that you’d be interested in putting in the auction. After presenting the list of items for the auction to the Commission, they will then approve the items that are ok to sale.

III. Department Updates;

Sheriff Billedeaux announced that there would be a retirement party for Cyril England tomorrow (April 6, 2011) at 1:00 p.m.

Damon Bunting, Extension Office told the commissioners that his office will be working on more outreach thru a MSU intern. Some events that are in the near future are the healthy homes training and tree ordering. Bunting had a personnel issue that he spoke with the commission about.

10:00 a.m. Discussion: Sherriff Office Building & Budget (10:00 – 12:00 p.m.)

Sheriff Billedeaux explained to the Commissioners that he reviewed the budget with Glenda Hall, Clerk & Recorder last week. Billedeaux asked if the payroll department had ever adjusted the percentage of wages of an elected official. Hall will look into his request. The Sheriff would

like to add a corporal position to his department. This position would be a good incentive to grow within the department. Sergeant Seifert added that this wouldn't be adding a new position, it would be a promotion. Hall suggested checking with the county attorney regarding statutes, etc.

Billedeaux informed the commission that he transferred money into the medical services (object 358) account. The fund was low and the county is responsible for 70% of the prisoners medical costs occurred during their time in the detention center. Commissioner DesRosier asked about Veterans and their insurance. Detention Center Supervisor (DCS) Tim Seifert explained that if there was a Veteran that needs medical services they will take that individual to the local Veteran Assistance (VA) office for free treatment, however; if the prisoner is waiting to be transported to prison, the VA will not pay for the medical services. The state pays \$50 per day and our rate per day is \$65. Hall asked about annual bed contracts. She suggested sending out a letter when the contract is about to expire and inform these entities of a rate increase. She asked Billedeaux what he thought a fair rate would be. Sheriff Billedeaux replied that \$70 per day would be fair. His department will call different facilities and come up with an average to present for a fair rate increase. Seifert (DCS) stated that the detention center is averaging fifteen to sixteen (15-16) inmates a day including two to three (2-3) BIA inmates. The detention center needs revenue generating inmates, specifically federal inmates. Billedeaux added that the Fed's pay for three (3) beds all year long to ensure they have room at our facility when needed.

Commissioner Sitzmann asked the Sheriff Department what their thoughts on utilizing ankle bracelets for criminals. Spendy was the one term Billedeaux replied. Sitzmann continued that there are several different services out there that we could offer to inmates who could get out of jail on certain terms. Sitzmann asked Billedeaux what his thoughts about participating if four (4) or five (5) counties jointly applied for a grant to offer ankle bracelets. Sheriff Billedeaux response was yes, for certain inmates depending on their charges. Seifert (DCS) stated that a Ryan Winkowitsch a local bondsman has offered to utilize ankle bracelets. The county would purchase them from Winkowitsch with him monitoring the criminal. One main concern for Billedeaux is the liability of a criminal utilizing the ankle bracelet. He would require a contract to include the liability issue for Glacier County.

Hall and Billedeaux got back to reviewing the Sheriff Department budget. Billedeaux doesn't want to owe money every year. He has a good department of officers and detention officers. Seifert (DCS) offered a couple of ideas to generate revenue for the detention center: raise the daily rate, a \$20 fee for inmates whom are found guilty to be imposed by the courts, and reduced time served with good time served by county inmates only (example: every week served without any problems, would get the inmate one day off of their sentence.). The reduced time served would help in saving for medical services, food, clothing, etc. Billedeaux is going to run the ideas past the county attorney for her guidance. Commissioner DesRosier thinks that it would be a good incentive for good behavior. It would definitely have to go to the tax payers for a final decision. Commissioner Rides At The Door recommends that after the Sheriff Department is done with the preliminary budget to seriously explore a couple of the revenue generating options for the future.

There being no further business for the day, the meeting adjourned at 12:00 p.m. with a motion by Commissioner Ron Rides At The Door and a second by Commissioner Tony Sitzmann. The motion passed by Board vote.

BOARD OF GLACIER COUNTY COMMISSIONERS

Michael J. DesRosier, Chairman

ATTEST:

Glenda Hall, Clerk and Recorder