

Doc # 401318 Fee: \$0.00

Commissioners Minutes

Macque L. Bohleen, Clerk & Recorder, Carbon County, MT

Recorded 10/9/2024 At 10:02 AM

By Macque L. Bohleen

150

COMMISSIONERS' PROCEEDINGS

August 20, 2024

Commissioners Scott Miller, Scott Blain, and Bill Bullock, and Administrative Officer Angela Newell were present.

8:30 Pledge of Allegiance.

8:35 Marie Olson met to discuss Planning activities in the County. Discussed subdivision activity and planning document updates (Growth Policy and Subdivision Regulations). Olson also discussed Republican party reorganization.

9:00 Bullock moved to approve School Resource Officer Agreements for Fromberg, Joliet, Luther, Roberts, and Belfry Schools; Blain seconded; motion carried.

9:30 Clerk and Recorder Macque Bohleen met regarding Tax Deed property in Bearcreek. The total amount due is \$1,398.48 with all taxes penalties and interest and costs incurred for tax deed process. Bullock moved to adopt Resolution 2024-23 to Issue Tax Deed Property described as Bearcreek Original Plat Lot 27, Block 4, on file in the Office of the Clerk and Recorder of said County, under Deed Book 129 page 299, Document No. 267611; Blain seconded; motion carried.

10:00 Human Resources Specialist Kate Asbury met for her Quarterly update (report attached).

Recessed.

10:31 Public Health Director Erin Cross met to review the Public Health Preliminary Budget request. Cross noted core staff is all budgeted in Fund 2275, plans to augment wages with as much grant funding as applicable as was done last year. Discussed the Grant for Community Health Strategic Plan; Cross would like to update the Plan every three years on the same timeline as Beartooth Billings Clinic's Plan so both entities can collaborate on public surveys and other shared components.

Recessed

11:00 Cross in attendance. Blain moved to approve 373 Consulting Public Health Emergency Preparedness Services Agreement; Bullock seconded; discussed good relationship with Mahoney and Cross believes the contracted services provide a good resource for the County; motion carried.

Recessed

11:10 Blain Departed

COMMISSIONERS' PROCEEDINGS

August 20, 2024 (cont.)

11:30 Bullock moved to approve consent agenda; Miller seconded; motion carried.

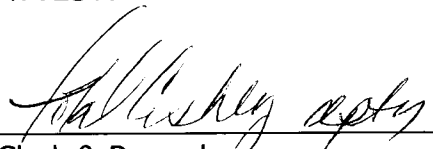
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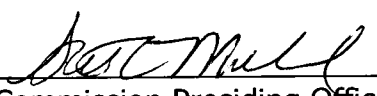
12:00 Recessed for lunch

1:00 Department Head Meeting. DES Coordinator Cyrina Allen, Building Maintenance Coordinator Scott Wilson, Human Resources Specialist Kate Asbury, Public Health Director Erin Cross, Treasurer Lori Lynde, Clerk of District Court Rochelle Loyning, Sanitarian Barbara Krizek, Sheriff Josh Mcquillan, Justice of the Peace Kevin Nichols, Extension Agent Amber Elliott, and Extension Agent Carrie Guderhajan were present. Newell discussed budgets and budget balancing process (will know next week if cuts are necessary), Asbury reviewed the Family Medical Leave Act policy and supervisory responsibilities under that policy, Commissioners provided an update on the Cedarwood project (will be meeting with DA Davidson in the next few weeks to start looking at bond costs). Commissioners discussed upcoming electrical work in the Courthouse, the website redesign, plans to transition email to the new .gov domain over the winter, and the new County logo that will be rolled out this fall.

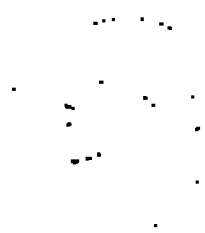
Adjourned.

ATTEST:


Clerk & Recorder


Commission Presiding Officer

Respectfully submitted: Angela Newell, Administrative Officer



**Human Resources Quarterly Update
Q3/August 2024**

Recruitment/Hiring:

- 1.) Treasurer's Office positions are filled
- 2.) C/R's Office – new hire will start September 3rd
- 3.) Sheriff's Office – new dispatcher will start in the next week; restructuring process is almost complete for Dispatch Center
- 4.) Public Health – interviews are set this week for MH Clerk & PH Clerk

Policy:

- 1.) Next potential policy update will be January 2025
- 2.) Will review FMLA policy in Dept Head meeting this afternoon

Training:

- 1.) Wednesday, August 21st – LTAP at Joliet Road Shop – 8:00am-2:00pm
- 2.) Wednesday, August 21st – MSF Safety Training @ Joliet Road Shop – 2:00pm-3:00pm
- 3.) Wednesday, August 21st – LEPC POD (Point of Dispensing) tent deployment exercise @ EOC (Fairgrounds) – 10:00am
- 4.) The MSU Local Government Center (LGC) will host a Trailhead (Frontline Manager) training on September 26, 2024 at the Billings Public Library. This is the introductory level supervisor training that is part of a tiered leadership program the MSU LGC has developed in response to the continuing need for management and leadership training among local government staff and officials.
- 5.) MACo HR training for supervisors has been postponed due to lack of interest – McKenzie will provide a date later in the year for Red Lodge.

Safety:

- 1.) MT DOLI completed 2 Road Shop Safety Inspections on August 8th in Bridger and Red Lodge. We are waiting on the initial findings from the Safety Compliance Specialist, and then will address any items that need to be addressed with each shop foreman/Commissioner.
- 2.) Employee Parking Only signs arrived for the Courthouse back parking lot, as requested by the Sheriff and agreed upon by the Safety Committee. Given to Building Maintenance to install.
- 3.) Annual building safety inspections by the Safety Committee are complete for 2024.

Insurance/Benefits:

- 1.) HIW is working on an incentive program to increase attendance. The 1st quarterly session for the '24-25 FY was well attended in RL; however only 2 showed for the Joliet location.

Incident/Accident Reports:

- 1.) No new WC injuries to report
- 2.) No new incident reports



Montana Grown Leadership Academy

Trailhead (Frontline) Supervisor Training

Montana local governments face challenges with the preparation of the next generation of leaders. Recruiting and retaining talented staff members is difficult. Trailhead (Frontline) Supervisor Training enhances the investment made in employees by teaching knowledge and skills essential for basic supervision and preparation for the next level of management.

Date: September 26, 2024

Time: 8:30 a.m. to 4:00 p.m. *Lunch is included.*

Location: Billings Public Library

Cost of \$250 per person will be invoiced after training.

TOPICS

- Fundamentals of Supervision
- Communicating as a Supervisor
- Emotional Intelligence
- Navigating Conflict
- Setting Clear Expectations for Your Team
- When Do I Call HR?
- Managing Up and Down Within the Organization
- Case Study application

For additional information, contact:

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