



## **PUBLIC MEETING**

**June 27, 2019  
MINUTES**

The Lewis and Clark County Commissioners Public Meeting was held on Thursday, June 27, 2019, at 9:00 AM in Commission Chambers Room 330.

### **Roll Call**

Chairman Jim McCormick called the meeting to order at 9 a.m.

Commissioner Susan Good Geise and Commissioner Andy Hunthausen were present. Others attending all or a portion of the meeting included Roger Baltz, Marni Bentley, Paulette DeHart, Kari DesRosier, Misty Edwards, Nancy Everson, Jacqueline Isaly, Dan Karlin, Eric Merchant, Tyler Manning, Rodger Nordahl, Amy Reeves, Sarah Woods, Jeni Garcin, Steve and Nadine McCarty, Recording Secretary.

### **Pledge of Allegiance**

Everyone recited the pledge.

### **Announcement**

- a. Presentation of the Government Finance Officers Association Comprehensive Annual Financial Report. (Nancy Everson)

Nancy Everson, Chief Financial Officer, presented the Government Finance Officers Association Comprehensive Annual Financial Report (CAFR) Excellence Award. This is the 23rd year that the Accounting Department has prepared this document that includes: audited reports, all the financial statements, and notes. She added Rodger Nordahl prepared this document for 20 years, recruited and trained Sherry Smith to prepare this document.

Ms. Everson recognized and congratulated Paulette DeHart, Treasurer, Clerk and Recorder, and the Accounting Department.

Paulette DeHart, Treasurer, Clerk and Recorder, thanked the Accounting Department for all the hard work.

### **Consent Action Items**

- a. Vendor Claims Report for Week Ending June 28, 2019. (Marni Bentley)

- b. Resolution 2019-56 Setting the Salaries for Certain Elected Officials. (Kari DesRosier)
- c. Resolution 2019-57 Setting the Salary for the Lewis and Clark County Justice of the Peace and Establishing Office Hours. (Kari DesRosier)

Roger Baltz reported on the consent action items 2 a-c and recommended approval.

No public comment was received.

A motion to Approve was made by Commissioner Good Geise and seconded by Commissioner Hunthausen. The motion Passed on a 3-0 vote.

**Bid Award. Trap Club Flood Mitigation Project. (Tabled 6-20-19) (Dan Karlin)**

Dan Karlin, County Engineer, presented the bid award for the Trap Club Flood Mitigation project that was tabled on June 20, 2019, but reported there was a change order and cost adjustments made and it now needs to be reviewed by FEMA Region 8 for the go ahead. He would like to table the item until Tuesday, July 2, 2019 to ensure everything is correct.

No public comment was received.

A motion was made by Commissioner Good Geise to table the item to Tuesday, July 2, 2019 and seconded by Commissioner Hunthausen. The motion Passed on a 3-0 vote.

**Grant Award to Lewis and Clark Public Health from Department of Public Health and Human Services Immunization Program. (Eric Merchant)**

Eric Merchant, Disease Control & Prevention Division Administrator, presented the grant award from the Montana Department of Public Health and Human Services in the amount of \$27,579 for immunization services for children, adolescents and adults. The grant period is July 1, 2019 through June 30, 2020. Mr. Merchant stated the Public Health Department acts as a safety net to ensure everyone receives immunizations and also provides travel immunizations with a consultation. Mr. Merchant noted numerous offsite immunization clinics are offered and also target high target risk populations. Mr. Merchant listed other services provided under the contract. Staff recommends approval of the grant award from the Montana Department of Public Health and Human Services.

Mr. Merchant reported the flu immunization rates are at 40 percent and does not have numbers for the measles immunization.

Commissioner McCormick asked if the monetary amount is enough for the services provided.

Mr. Merchant stated the funds are not enough and he noted the program is largely supported by the health mill.

No public comment was received.

A motion to Approve was made by Commissioner Hunthausen and seconded by Commissioner Good Geise. The motion Passed on a 3-0 vote.

**Task Order 20-07-5-41-177-0 Between Lewis & Clark Public Health and the Montana Department of Public Health and Human Services. (Jacqueline Isaly)**

Jacqueline Isaly, Community Health Promotion Division Administrator, presented the task order with the Montana Department of Public Health and Human Services in the amount of \$164,543.85 to implement Healthy Montana Families Home Visiting Program. The program serves an average of 35 high risk low income families starting before 28 weeks gestation and continued visits for two years. Ms. Isaly noted the model has evidence of long-term favorable impacts in child development, school

readiness, child health, family economic self-sufficiency, maternal health, positive parenting practices, reduction in child maltreatment, reduction in juvenile delinquency, family violence and crime. She added Lewis and Clark County has collaborated with Missoula, Yellowstone and Silver Bow counties to share resources and nurse supervision. The contract begins July 1, 2019 through June 30, 2020. Staff recommends approval of the task order with the Montana Department of Public Health and Human Services.

Ms. Isaly stated the Nurse-Family Partnership model cost per participant can range between \$6,000 and \$8,000 over the course of time in the program. She added the remaining balance is funded through the Maternal Child Block grant.

Ms. Isaly stated many of the referrals come through Women, Infants, and Children (WIC) program, St. Peters medical community and other social service organizations in the community.

No public comment was received.

A motion to Approve was made by Commissioner Hunthausen and seconded by Commissioner Good Geise. The motion Passed on a 3-0 vote.

**Resolution 2019-59 Decreasing the Solid Waste Disposal Fee as Recommended by the Lincoln Solid Waste District Effective July 1, 2019. (Misty Edwards)**

Misty Edwards, Finance Coordinator, presented the resolution to decrease the Lincoln Solid Waste Disposal Fee as recommended by the Lincoln Solid Waste District. On June 13, 2019, the Commission approved Resolution 2019-52 Intention to Decrease the Solid Waste Disposal Fee. Legal ads appeared in the Blackfoot Valley Dispatch on June 14th and June 21st with public protests and comments due to the Treasurer, Clerk and Recorder's Office on June 26, 2019 of which none were received.

The Lincoln Solid Waste District Board met on May 14, 2019 and approved a proposed reduction in the Lincoln Solid Waste assessment from \$100 per year down to \$90 per year as well as a reduction in the pay as you throw charge from \$10 per yard to \$8 per yard. The recommendation is due to the fact that current revenues have exceeded operations and maintenance expenses for the past two years. Today is the time set for the public hearing. Staff recommends approval of the resolution.

No public comment was received.

A motion to Approve was made by Commissioner Hunthausen and seconded by Commissioner Good Geise. The motion Passed on a 3-0 vote.

**Policy 1.1.2 - Travel. (Misty Edwards)**

Misty Edwards, Finance Coordinator, presented the new policy for travel, number 1.1.2. The language for the policy was originally part of policy 1.2.10, General Work Rules and has now been moved to a new standalone policy to better clarify travel guidelines and rules. Ms. Edwards reviewed the changes to include: defining responsibilities and administration of the policy; adding language for new types of transportation expense such as ride-sharing; defining guidelines for same day meal reimbursements; adding a section for Unallowable Expenses; adding a section for Reimbursement Guidelines; adding a section for Travel Expenses for Non-County employees such as volunteer board members. County department heads and legal staff have reviewed the policy. Staff recommends approval of Travel Policy 1.1.2. Ms. Edwards noted this follows the guidelines set by the IRS.

Commissioner Good Geise asked if the policy and travel reimbursements are available, transparent, and open to the public for review and Ms. Edwards confirmed they are.

No public comment was received.

A motion to Approve was made by Commissioner Good Geise and seconded by Commissioner Hunthausen. The motion Passed on a 3-0 vote.

**Policy No. 1.2.10 General Work Rules - Hours of Work, Overtime and Travel. (Kari DesRosier)**

Kari DesRosier, Human Resources Director, presented the revised Personnel Policy 1.2.10, titled General Work Rules, Hours of Work, Overtime and Travel. The revisions were made following the proposed adoption of Travel Policy 1.1.2 to be administered by the Finance Department. Ms. DesRosier reviewed the changes to be effective July 1, 2019 to include: removal of the language regarding reimbursement for travel and training expenses, now outlined under the Finance Travel Policy; the language regarding the recording of time and compensation for time spent for travel and training was left in the subsection; addition of a provision cross referencing the new travel policy under the Finance Department. Ms. DesRosier stated no comments or concerns were received. Staff recommends approval of Personnel Policy 1.2.10 General Work Rules, Hours of Work, Overtime and Travel.

No public comment was received.

A motion to Approve was made by Commissioner Good Geise and seconded by Commissioner Hunthausen. The motion Passed on a 3-0 vote.

**Contract Between Lewis and Clark County and Sapphire Resource Connection, Inc. (Kari DesRosier)**

Kari DesRosier, Human Resources Director, presented the renewal contract with Sapphire Resource Connection (SRC) to provide the employee assistance program (EAP) counseling services to county employees, spouses, domestic partners, and dependent children. The contract begins July 1, 2019 through June 30, 2021.

Ms. DesRosier noted prior to the original contract date of July 1, 2014, a per employee per month fee for employee assistance services was paid, even though the utilization rate averaged at 5 percent to 8 percent. Since then the contract with SRC negotiated billing based on a per use fee. Ms. DesRosier reported in fiscal years 2013 and 2014 the EAP fees incurred were just over \$12,300 annually and noted since the change in EAP providers, July 1, 2014 to current, thousands of dollars have been saved each month in EAP fees, while maintaining a utilization rate of the national average or higher. SRC has also been good about reaching out to local providers so the employees have multiple options in the Helena area and beyond. Staff recommends approval of the contract with Sapphire Resource Connections.

Ms. DesRosier gave an overview of the EAP provided services. She added about 50 to 60 employees utilized the benefit and all information is confidential.

No public comment was received.

A motion to Approve was made by Commissioner Good Geise and seconded by Commissioner Hunthausen. The motion Passed on a 3-0 vote.

**Public comment on any public matter within the jurisdiction of the Commission that is not on the agenda above.**

**Adjourn**

There being no further business, the meeting adjourned at 10:24 am.

LEWIS AND CLARK COUNTY  
BOARD OF COMMISSIONERS

  
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Jim McCormick, Chair

  
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Susan Good Geise, Vice Chair

  
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Andy Hunthausen, Member

ATTEST:

  
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Paulette DeHart, Clerk of the Board