

COMMISSIONERS APPROVAL

IMAN 

CHILCOTT 

FOSS 

KANENWISHER 

STOLTZ 

PLETTENBERG (Clerk & Recorder)

Members Present..... Commissioner J.R. Iman, Commissioner Greg Chilcott, Commissioner Suzy Foss, Commissioner Matt Kanenwisher and Commissioner Ron Stoltz

Date.....February 1, 2011

► Minutes: Beth Perkins

► The Board met for the following administrative matters at 9:00 a.m.:

- Approval of Minutes January 21-27: The minutes were not ready for approval. Staff will add them to the agenda for approval during the next available administrative meeting.
- Hayes Subdivision Preliminary Plat Approval Extension Request: **Commissioner Chilcott made a motion to approve the Hayes Subdivision Preliminary plat extension request until February 17, 2011. Commissioner Kanenwisher seconded the motion and all voted "aye".**
- Adopt Resolution No. 2662 for Animal Protection & Control Board Bylaws: These bylaws were adopted by motion on July 25, 2003. **Commissioner Chilcott made a motion to adopt Resolution No. 2662 for the Animal Protection & Control Board bylaws. Commissioner Foss seconded the motion and all voted "aye".**

► The Board met for an update with Human Resource Director Robert Jenni to include a decision on hiring a new tax clerk and also to decide on having weekly updates for the Treasurer at 10:00 a.m. Present were CFO Klarryse Murphy, Treasurer Mary Hudson-Smith, Chief Deputy Treasurer Marie Keeton, William Menager, Bitterroot Star Reporter Michael Howell and Ravalli Republic Reporter Whitney Bermes.

HR Director Robert Jenni presented the Board with one employee action form and gave an update of the HSA accounts for employees.

Robert presented the current job description for a tax clerk with a request to start pay at grade 9 to the Board. Six interviews were conducted for the position. Mary Hudson-Smith noted their office is running on half staff. Commissioner Iman asked if any of the employees are bonded. Robert replied no employees are bonded except the Treasurer. Commissioner Chilcott stated the advertised position was for a grade 7 and asked if there would be any problems approving the position at a grade 9. Robert confirmed the advertised rate of pay was a grade 7 DOE and this candidate does have experience.

Commissioner Chilcott made a motion to approve hiring a grade 9 position at \$11.75 per hour for the Tax Office. Commissioner Foss seconded the motion and all voted "aye".

Commissioner Kanenwisher asked Mary about the other issues discussed during the previous meeting. Mary responded that she would like to hire this employee to "train her and her deputy". Commissioner Stoltz stated he would like to get weekly updates from the Treasurer. The Board concurred. Commissioner Chilcott expressed his concern that there are no policies or procedures in effect for operation. He noted there is a base with the First Interstate Bank account that must be maintained. He suggested after the base is maintained, to send the remainder to the Royal Bank of Canada on a daily basis to earn interest. Discussion followed regarding the other accounts and reconciliation. Commissioner Iman suggested developing a committee of one or two people to stay on top of what needs to be done and to ensure it is getting done in a timely manner. Commissioner Kanenwisher recapped the key points of this meeting as follows: A new employee starting at a grade 9, weekly updates to the Commissioners, develop and implement a policies and procedures manual, and having an overview committee.

The Board expressed their concerns to Mary regarding the operation of the Treasurer's Office and the need for open communication. Commissioner Chilcott noted that while the Finance Office is available to assist Mary, they cannot accept any addition to their roles. Commissioner Iman stated Commissioner Foss and Commissioner Stoltz will be the overview committee with Robert as a defacto member. Any deficiencies within this department need to be reported directly to the HR Director. The Board concurred.

Commissioner Foss noted she would like to have all departments develop a policies and procedures manual.

► The Board met for an update with Chief Financial Officer Klarryse Murphy at 10:30 a.m.

► Commissioner Iman attended a Human Resource Council meeting in Hamilton at 3:00 p.m.