

COMMISSIONERS APPROVAL

IMAN 

CHILCOTT

FOSS 

STOLTZ 

KANENWISHER *not present for meeting*

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

Date.....October 25, 2011

► Minutes: Glenda Wiles

► The Board met at 9:05 a.m. to review and adopt the Ravalli County Treasurer’s Office Delinquent Tax Process. Commissioner Kanenwisher was not present for this meeting. Present was Clerk & Recorder Regina Plettenberg and Citizen William Menager. It was noted this document follows Montana Law and simply spells out the process to tax assignments of tax sale certificates and tax deeds. **Commissioner Stoltz made a motion to adopt this Treasurer’s Office Delinquent Tax Process document. Commissioner Foss seconded the motion and all voted “aye”.**

► The Board met at 9:15 a.m. for various Administrative matters. Commissioner Kanenwisher was not present for this meeting. Present was Citizen William Menager.

- Minutes: No completed minutes for approval yet
- Commissioner Reports: Commissioner Foss attended a meeting yesterday with Economic Development Members and others that addressed the closure of the rail link from Hamilton to Darby due to flooding. Commissioner Foss also attended a Western Montana Mental Health meeting in Polson last Friday and gave an update on those activities as well.

► The Board met at 9:25 a.m. with Human Resource Director Robert Jenni for an update. Commissioner Kanenwisher was not present for this meeting. Also present was Chief Financial Officer Klarryse Murphy and Citizen William Menager.

- Robert presented several Employee Action Forms for signature.
- Discussion included the Sheriff’s Office transporting the juveniles due to the closure of the juvenile detention facility. Robert noted he is now receiving transportation logs from the Sheriff’s Office with times of service being 4 hours of overtime. Robert stated it is important to define “transportation” because they are logging all of the hours dealing with the juvenile plus the transportation. Klarryse noted the transportation log also includes mileage. She noted there is a juvenile detention transportation van and \$39,000 left in the juvenile detention budget. Commissioner Iman asked about the names being

left on these documents. It was agreed Robert will review all of the logs presented thus far and come back to the Commissioners for a full report.

► The Board met with IT Director Joe Frohlich at 9:50 a.m. for an update. Commissioner Kanenwisher was not present for this meeting. Present at this meeting was William Menager.

- Joe addressed the disposal of media (copiers, computers, etc.) He suggested they change the Surplus Policy to meet the needs of the Department of Justice/and or FBI to show the media has been cleaned prior to actual disposal. It was agreed Joe can address some language additions with Civil Counsel and bring it back to the Commissioners for amendment/adoption to the Surplus & IT Policy.
- Joe also addressed the administrator rights on the office computers. He felt they need to change this to 'local rights' from administrator rights on the office computers when changes need to be made. This will keep viruses from being loaded innocuously.
- In order to complete the projector in the Commissioners Conference Room he will purchase an audio cable for sound and cable for mouse control.
- Joe would also like a policy for new employees and terminating employees for IT purposes. It was agreed to work with Robert Jenni in regard to this.
- CTS Software – Joe noted the Record Management Module is still being worked on with one module left after that. When that is completed the final bill will come through.

► The Board met with Civil Counsel Dan Browder at 1:33 p.m. to consider and decide on a resolution concerning the format of ordinances, discuss the codification and to review the proposed first several chapters of the Code. Present was Citizen William Menager.

Dan explained the process for codification, the differences between ordinance and resolution. The Board reviewed and discussed the proposed Resolution specifying the format of ordinances adopted by the Board of County Commissioners. **Commissioner Kanenwisher made a motion to adopt Resolution No. 2759. Commissioner Foss seconded the motion and all voted "aye".**

The Board then reviewed the Table of Contents for organization purposes and Chapters 1, 2 & 3 under Title 1 for the Ravalli County Code. It was concurred to have a printed copy of the code and at first glance they appreciated the manner in which Dan has organized the Table of Contents, Titles and Chapters. Dan stated as he works on each chapter he will bring them to the Commissioners for their review and approval.