

**BOARD OF MADISON COUNTY COMMISSIONERS  
PRELIMINARY BUDGET HEARINGS  
May 14, 2020, Minutes**

On Wednesday, May 14, 2020, the Board of Madison County Commissioners conducted Preliminary Budget Hearings beginning at 10:38 a.m. in the Public Meeting Room of the Madison County Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands, Chairman, Jim Hart, and Ron Nye present. Jane Bacon, Commissioner's Clerk, was present to take minutes.

Those people in attendance at the hearings were Angela Karanas, Vicki Tilstra, Bonnie O'Neill, and Pam Birkeland.

**Senior Citizen's Advisory Board Preliminary Budget Hearing:** This hearing was rescheduled to a later date.

**Housing Advisory Board Preliminary Budget Hearing:** Angela Karanas, Housing Advisory Board, met with the Board to discuss the preliminary budget for the Housing Advisory Board. Angela compared last year's budget of \$5,000, which included travel to meetings and conferences, and the housing survey, to this year's anticipated budget of \$2,000, which includes \$900 for travel and \$1,000 for website development. Considering the state of the budget and the country, many meetings are being conducted electronically, and board members are focusing on community meetings and involvement in small programs that are involved with affordable housing. She hopes to develop a website, linked to the County website, which would endorse and direct users to county-wide sites that support affordable housing. Further discussion included town-specific zoning for rentals, Big Sky employee housing needs, attitudes and practices of local builders and banks, first-time buyer programs, educating and relationship-building for buyers and local financiers, employee housing opportunities in local towns, government lending programs, and educating to build buyer trust in dealing with real estate and loan agents. Angela is helping with Habitat for Humanity candidate interviews, reviewed their progress in Ennis, and expressed the need for dispelling myths and educating the public about the program.

**Finance Office/CAO Preliminary Budget Hearing:** Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the preliminary budget for the Finance Office and a new preliminary budget for the Chief Administrative Officer (CAO).

- **Finance Office:** Vicki has reduced the Small Items of Equipment line in the Finance budget by \$100. She pointed out funds in Salary/Wages Extra-help for assistance with COVID-related funds and tracking.
- **CAO:** Bonnie pointed out that in the past she has not had a separate budget, she's been blended in with Human Resources and her wages were split between the two nursing homes. She said she's working with Tammy to get her to the director level, but continues to supervise HR functions, bills, and so on, since Tammy is not a department head. She asked the Board if they want her to have a separate budget, or prefer that it remain within the HR budget. They deferred the question to Vicki, who said it should be separated. Bonnie requested a basic budget of \$9,400, some of which was moved from the HR budget. It includes \$2,000 for membership and certification with a national administrator program that is available through an organization for administrators. She budgeted for membership and certification, which she will bring to the Board at a later date. She also budgeted for related travel expenses, phone, gas and fuel, and funds for a desk and office area. Several office location options were discussed, with Bonnie noting that, due to the small size of the HR office and COVID-19 exposure, she will continue to have Tammy work from home until they can be separated. Vicki said she needs to be close to the Finance Office. Further discussion about office locations included privacy for employee conversations, the amount of work done in HR with the nursing homes, Tammy's need for access to personnel files, and her handling of worker's compensation. Bonnie again mentioned Tammy efforts toward certification, whether she would want to be the HR Director/department head, and Bonnie's goal of stepping away.

**Human Resources Preliminary Budget Hearing:** A call was made to Tammy Mahlstede, Human Resource Generalist, to discuss the preliminary budget for the Human Resources department. Vicki Tilstra, Finance Officer,

and Bonnie O'Neill, Chief Administrative Officer, were present for this portion of the meeting. Tammy noted that the HR budget is not hers, she and Bonnie work together on it, and she reviewed the changes. Some amounts were reduced and moved from HR budget lines such as Gas/Fuel, and Schooling/Tuition, to partially fund the newly-created CAO budget, and she pointed out other reduced lines such as Small Equipment, Other Operating Supplies, and Other Professional Services, for an overall reduction of \$5,850. When asked, Tammy reviewed her progress in becoming certified in HR Management. Bonnie then reviewed her own involvement with HR, saying her salary is still funded from the nursing homes as well as from General Government. She said she spends a lot of time on the nursing homes but not as much on site, and continues to have daily supervision with the administrator. She briefly discussed nursing home staffing, and said she is still filling the role of HR Professional there, since there has been no progress on hiring for the position.

**DUI Task Force Preliminary Budget:** This hearing was rescheduled to a later date.

**Mental Health LAC Preliminary Budget Hearing:** Pam Birkeland, Mental Health Local Advisory Council (LAC), met with the Board to discuss the preliminary budget for the Mental Health LAC. Pam pointed out that the budget total is the same as last year, but line items amounts have been shifted around. The Contract Payments line was discussed, and Pam said there were only 13 calls this year and they would be checking with local hospitals to see if they were using other services. She also reviewed mental health services in the schools, crisis counseling protocols, and Council meetings.

With no further business, the hearings concluded at 1:15 p.m.

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Dan W. Allhands, Chairman  
Board of Madison County Commissioners

Date Approved: June 2, 2019

Minutes prepared by:

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Jane Bacon, Commissioner's Clerk

Attest: \_\_\_\_\_  
Kathleen Mumme, Clerk and Recorder, Madison County