

BOARD OF MADISON COUNTY COMMISSIONERS
March 17, 2020, Meeting Minutes

On Tuesday, March 17, 2020, a meeting of the Board of Madison County Commissioners came to order at 9:44 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands, Jim Hart, and Ron Nye present. Jane Bacon, Commissioners' Clerk, was present to take minutes.

Those people in attendance at the meeting were Tommy Luksha, Ryan Wolter, Joe Brummell, Alex Hogle, Jani Flinn, Kacey Smart, Kathy Barnes, Vicki Tilstra, Britani Allhands, Craig Schroeder, Laurie Buyan, Bonnie O'Neill, Tammy Mahlstedde, Justin Ekwall, Melissa Brummell, and Suzanne Nellen.

Approval of Minutes: Following review, Ron Nye moved to approve the February 18, 2020, Board of Commissioners' meeting minutes with corrections. Jim Hart seconded the motion. All voted aye and the motion carried. Later in the meeting, Jim Hart moved to approve the November 6, 2019, Madison/Gallatin Joint Board of Commissioners' meeting minutes as presented. Ron Nye seconded the motion. Commissioner Ron Nye abstained from voting as he was not present for that meeting. The motion carried on a majority vote.

Claims: The Board approved claims.

GIS: Tommy Luksha, GIS Coordinator, met with the Board to discuss the following topic. Ryan Wolter, Information Systems Computer Support Specialist, and Joe Brummell, Director of Emergency Management, were present for this portion of the meeting.

- **GIS Attendance at Big Sky GEOCON Conference:** Tommy asked for approval to attend an upcoming Montana Association of Geographic Information Professionals (MAGIP) conference in Missoula, if it is not postponed. He reviewed the benefits of attending, and pointed out the amount required to attend is within the GIS budget. Ron Nye moved to approve Tommy's participation in the MAGIP conference in Missoula, April 6-10, 2020. Jim Hart seconded the motion. All voted aye and the motion carried.

Discussion on Items Not Listed on the Agenda but within the Board's Jurisdiction: The Board reviewed Resolution 11-2020 Declaring a Madison County Public Health Emergency, due to the COVID-19 Novel Coronavirus pandemic. Tommy Luksha, GIS Coordinator, Ryan Wolter, Information Systems Computer Support Specialist, and Joe Brummell, Director of Emergency Management, were present for this portion of the meeting. After review, Jim Hart moved to approve Resolution 11-2020 Declaring a Madison County Public Health Emergency, with corrections. Ron Nye seconded the motion. All voted aye and the motion carried.

Planning Office: Alex Hogle, Planning Director, met with the Board to discuss the following topics. Tommy Luksha, GIS Coordinator, and Ryan Wolter, Information Systems Computer Support Specialist, were present for this portion of the meeting.

- **Lower Ulery's 4 - Final Plat and Subdivision Improvements Agreement:** Alex reviewed the Lower Ulery's 4 Subdivision Final Plat and Subdivision Improvements Agreement. He discussed conditions of approval, road progress, documents, costs, and said everything appears to be in order and in compliance. Based on the recommendation of the Planning Director, Jim Hart moved to approve and sign the requested Subdivision Improvements Agreement for Lower Ulery's 4 Subdivision, accept the submitted Performance Bond from Specialty Insurance Company for the amount of \$708,741.25 as the financial guarantee for the estimated \$566,993.00 in improvement costs; approve and sign the First Supplement to Declaration for LU-3 Condominium; and approve and sign the final plat. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Amended Plat of Lots 48 & 49 of Spanish Peaks Resort Subdivision, Phase 2:** Alex reviewed the amended plat to aggregate Lots 48 & 49 of Spanish Peaks Resort Subdivision, Phase 2, and said the documents are all in order. Based on the recommendation of the Planning Director, Jim Hart moved to approve and sign the amended plat to aggregate Lots 48 & 49 of Spanish Peaks Resort Subdivision,

Phase 2. Ron Nye seconded the motion. All voted aye and the motion carried. Brief discussion included the effect on the rural improvement district, coordination with the Treasurer's office and Department of Revenue, naming practices, and the new legal description of the aggregated lots (Lot 49A).

Airports: Jani Flinn, Airport Board Secretary, met with the Board to discuss the following topics.

Ennis Big Sky Airport:

- **Land Acquisition – Tract 4A Partial:** This topic was continued to the next Commission meeting on Friday, March 20, 2020.
- **Recommendation of Award – SK Construction:** This topic was continued to the next Commission meeting on Friday, March 20, 2020.
- **Application for Federal Assistance SF-424:** This topic and subtopics were continued to the next Commission meeting on Friday, March 20, 2020.
 - **AIP 3-30-0090-021-2020**
 - **AIP 3-30-0090-022-2020**
- **Sponsor Certifications both AIP-021 & -022:** This topic and subtopics were continued to the next Commission meeting on Friday, March 20, 2020.
 - **Drug Free Workplace**
 - **Certification and Disclosure Regarding Potential Conflicts of Interest**
 - **Certification Regarding Lobbying**
 - **Selection of Consultants**
 - **Real Property Acquisition**
 - **Project Plans and Specifications**
 - **Equipment and Construction Contracts**
 - **Construction Project Final Acceptance**
- **Agreement for Airport Access, Lot 15B, Stamsta:** Jani reviewed the Agreement for Airport Access for Lot 15B. She discussed access, gates and fences, the Stamstas' maintenance responsibilities, explained why the lot is being traded, and noted that the Agreement was approved by the Airport Board. Based on the recommendation of the Airport Board, Jim Hart moved to approve the Agreement for Airport Access, Lot 15B, Stamsta. Ron Nye seconded the motion. All voted aye and the motion carried.

Solid Waste – Sale of Recycle Bins: Kacey Smart, Sanitarian's Assistant, met with the Board to discuss billing for the sale of recycle bins. She reviewed efforts to track recycling bins over the past several years, bills and statements from the vendor, the view of the Solid Waste Board, and inventory. Based on the recommendation of the Solid Waste Board, Ron Nye moved to approve the sale of recycle bins to 4 Corners Recycling in the amount of \$2,332.10. Jim Hart seconded the motion. All voted aye and the motion carried.

Fairgrounds Arena Policy / Kiwanis Club Hold Harmless Agreement: Following review, Ron Nye moved to approve both the Fairgrounds Arena Policy and the Kiwanis Club Hold Harmless Agreement, subject to approval by the Deputy County Attorney. Jim Hart seconded the motion. All voted aye and the motion carried.

Insurance Committee: Craig Schroeder, Undersheriff, Kathy Barnes, Sheriff's Office, and Britani Allhands, Finance Clerk, met with the Board to discuss the following topic. Vicki Tilstra, Finance Officer, was present for this portion of the meeting.

- **Guidance on Information to be Provided for Insurance Quotes:** Craig discussed information levels requested by insurance companies to provide complete insurance bids, privacy concerns, and allowing all bidders to have access to the same information. After discussion, Jim Hart moved to approve sending three years of large, past history claims to each insurance company who requested information for quotes. Ron Nye seconded the motion. All voted aye and the motion carried.

State of Montana Cooperative Purchasing MOU: Laurie Buyan, Executive Assistant to the Board of Commissioners, met with the Board to discuss the State of Montana Cooperative Purchasing Memorandum of Understanding (MOU), and explained its purpose. Following review, Jim Hart moved to approve the State of Montana Cooperative Purchasing MOU. Ron Nye seconded the motion. All voted aye and the motion carried.

Corned Beef and Cabbage Lunch – Public Meeting Room: Cancelled.

U.S. Forest Service: The Board participated in a conference call with U.S. Forest Service personnel: Dale Olson, Madison District Ranger, J.S. Turner, South Zone Road Crew Lead, Morgan Sandall, Forest Engineer, Sam Martin, Acting Butte District Ranger, Kevin Smith, Butte Ranger District Roads Coordinator, and Chuck Reynolds, North Zone Road Crew Lead.

- **Schedule A Road Agreement:** The 2019/20 Cooperative Forest Road Agreement, Schedule A, between Madison County and the Beaverhead-Deerlodge National Forest was examined by call participants to discuss changes to the 2020/21 fiscal year agreement. Discussion included difficult access areas, obtaining materials, drainage, grant money, defining duties of County road crews and Forest Service crews, development and maintenance plans, areas that get plowed, summertime observations and discussion, spring and fall assignments, and project priority levels. Dale will type notes for a revised Schedule A road agreement and bring results back to the Board for approval.

Finance Office: Vicki Tilstra, Finance Officer, and Bonnie O'Neill, Chief Administrative Officer, met with the Board to discuss the following topics. Laurie Buyan, Executive Assistant to the Board of Commissioners, was present for this portion of the meeting.

- **Proprietary Fund Discussion:** Vicki discussed how proprietary funds work in various departments, working with department heads on budgets and cash flows, and Bonnie discussed nursing home census and staffing.
- **Vacation Allowance Overage:** Vicki and Bonnie requested vacation allowance extensions. Following review, Ron Nye moved to approve vacation extension requests from Bonnie O'Neill and Vicki Tilstra until December 31, 2020. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Budgets versus Salaries - Shuttle Bus Driver:** The status of Senior Shuttle busses and drivers was discussed.
- **Audit Procedure Discussion:** Vicki and Bonnie discussed audit procedures, and nursing home billing.

Human Resources: Tammy Mahlstedt, Human Resource Generalist, met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, Vicki Tilstra, Finance Officer, Melissa Brummell, Public Health Nurse, Justin Ekwall, Deputy County Attorney, and Suzanne Nellen, Justice of the Peace, were present for all or portions of these topics. Steve McNeece, Nursing Home Administrator/CAH Solutions Group (CSG), Laura Austin, CSG, participated in this portion of the meeting by phone from MVM, in addition to TRMCC staff members.

- **Resolution of Intent to Amend Personnel Policy:** Jim read Resolution 10-2020, a Resolution of Intent to Amend the Personnel Policy and Procedures Handbook. Discussion included the use of sick and vacation time for new employees during the COVID-19 event, making temporary or permanent changes to policy, and MACo recommendations. Following discussion, Jim Hart moved to approve Resolution 10-2020, a Resolution of Intent to Amend the Personnel Policy and Procedures Handbook. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Alternate Part-time Shuttle Driver Position:** This topic was continued to the next Commission meeting on Friday, March 20, 2020.
- **CAH Contract:** The contract between Madison County and CAH Solutions Group (CSG) was discussed, including following proper procedures, the Administrator's autonomous authority to hire, Human Resource workload and two-year tracking, the need for a dedicated HR position for the nursing homes, budgets, having an Administrator at each facility, contract term length and obligations, termination language, dedication and professionalism, 24/7 administrative services whether on-site or off-site, and mutual agreement on various contract revisions. Following discussion, Jim Hart moved to approve the contract with CAH Solutions Group for management services, with corrections as noted by both parties, to be revised by the Deputy County Attorney and ready for signature on Friday, March 20, 2020. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Authorization to Fill Full-time Nursing Home Administrator-in-Training / 2 Positions:** The Authorization to Fill for two full-time Administrator-in-Training positions at the nursing homes was reviewed, as well a draft job description. Discussion included an expected training time of a year, and possibly more time to pass the certification exam, advertising in-house for five days prior to outside advertising, salary and salary progression, and whether the position should be exempt or non-exempt. Laura recommended having the position be exempt, because the positions will have immediate supervisory and on-call responsibilities when hired, and discussion ensued about the work ethics and constant availability required of those on the leadership team. Following discussion, Jim Hart moved to

approve the Authorization to Fill for two full-time, exempt, nursing home Administrator-in-Training positions, with corrections, with salary at 80% of the current Licensed Administrator wage as listed on the salary schedule, and to advertise internally for five days. If after five days there are no viable in-house candidates, the positions will be moved to outside advertising. Ron Nye seconded the motion. All voted aye and the motion carried. Additional discussion included training contingency plans, and the remaining fiscal year budget.

- **Nursing Home Administrator-in-Training Job Description:** This topic was continued to the next Commission meeting on Friday, March 20, 2020.
- **Emergency Staffing for County Nursing Homes:** Steve discussed workforce challenges at the nursing homes, described how a crisis could quickly develop requiring fast and critical emergency staffing, and asked for authority during the COVID-19 emergency to start now to build the staff with temporary, non-budgeted employees. He discussed cross-training, suggested using non-licensed CNA's as multi-use employees with other duties as assigned, pointed out the challenges of finding employees in a small town, and reviewed specific areas of concern. Following discussion, Jim Hart moved to approve giving Steve McNeece the authority to fill and hire short-term, emergency staff to keep Madison County's nursing homes staffed and functional during the COVID-19 emergency, including non-certified aides at a starting wage of \$14.25 per hour. Ron Nye seconded the motion. All voted aye and the motion carried. Steve also brought up the possibility of workforce shortages and significant wage escalations in the short term, as items for the Board's awareness. Bonnie reviewed hourly wage additions for picking up emergent shifts, discussed following the salary resolution, and monitoring the situation.

Discussion on Items Not Listed on the Agenda but within the Board's Jurisdiction: Suzanne Nellen, Justice of the Peace, stopped in to discuss Justice Court office staffing during the COVID-19 emergency. Due to a reduction in misdemeanor detentions and arrests, as well as advising the public to call in rather than come in person, she has cut her office staff to one person per day. She discussed pay, said she has discussed with the Sheriff what other counties are doing, noted the rapidly-changing situation, and encouraged keeping the public informed about what is happening within the County. Discussion ensued about local shutdowns, reducing hearsay and rumors, radio announcements, and Administrative Leave with pay.

Conservation District Appointment to Planning Board: This topic was continued to the next regular Commission meeting.

Beaverhead Cooperative Agreement for Sanitarian Services: This topic was continued to the next regular Commission meeting.

Calendars: There was no discussion on this topic.

With no further business, the meeting was adjourned at 4:20 p.m.

Next meeting: The next regular Commission meeting will be held on Tuesday, March 24, 2020, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: April 7, 2020

Minutes prepared by:

Jane Bacon, Commissioners' Clerk

Attest: _____
Kathleen Mumme, Clerk and Recorder, Madison County