

COMMISSIONERS APPROVAL

IMAN 

CHILCOTT 

 FOSS

 KANENWISHER

STOLTZ 

PLETTENBERG (Clerk & Recorder)

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

Date.....April 12, 2011

► Minutes: Beth Perkins

► The Board met for discussion and possible decision on Commissioners' roles and staff organization at 9:00 a.m. Present were Human Resource Director Robert Jenni, Lee Tickell, Maggie Wright, Ravalli Republic Reporter Whitney Bermes, Bitterroot Star Reporter Michael Howell and Administrative Assistant Glenda Wiles.

Commissioner Iman read an email submitted by Commissioner Foss to define the role of Chairman of the Board and Administrative Staff guidelines. (See Attached) The agenda was discussed and it was determined to meet on Thursdays with the Chairman to review the next week's schedule prior to releasing it to the public/papers. The Board concurred to have Staff calendar requests from Commissioners and Department Heads but have citizen requests be directed to the Commissioners for approval. Discussion followed regarding staff guidelines and protocol.

Michael Howell stated this discussion raises concerns regarding a person who has a complaint that calls the office and expects to be able to voice the complaint. What happens when a person has a complaint regarding a few commissioners and wants to go to the full board? Commissioner Kanenwisher replied it should go to the Chair and he can decide whether to put it on the agenda. Commissioner Chilcott agreed the full Board will address those complaints.

Maggie Wright questioned the communication protocol under 1.B. stating Staff is not to become involved in any communication with or between parties/issues. If she asked for information can the staff give it to her? Commissioner Kanenwisher replied yes, it was meant to be not getting between parties.

Michael Howell requested clarification on a request he made regarding the name of the Animal Control Officer and was told to put his request in writing. Civil Counsel Karen Mahar replied she did tell Michael Howell to put his request in writing due to releasing information confined to the name, salary and position. Discussion followed regarding the information requested and why Civil Counsel requested he put it in writing. Karen replied her request to put it in writing was due to Michael asking for more than a name and to ensure all of his requests were answered.

Commissioner Iman asked if there was any more discussion. Hearing none he adjourned the meeting.

▶ The Board met for an update with Human Resource Director Robert Jenni at 10:00 a.m.

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

▶ The Board met for the following administrative matters at 11:05 a.m. Present were Gary Leese, Bitterroot Star Reporter Michael Howell and Administrative Assistant Glenda Wiles.

- **Approval of Minutes for March 28-31: Commissioner Chilcott made a motion to approve the minutes for March 28-31, 2011. Commissioner Stoltz seconded the motion and all voted “aye”. (4-0)**
- **Indigent Burial request for Justin Huberg: Commissioner Kanenwisher made a motion to approve the indigent burial request for Justin Huberg. Commissioner Chilcott seconded the motion and all voted “aye”. (4-0)**
- **Park Board grant to Lone Rock Park: Gary Leese read the grant approval from the Park Board for Lone Rock Park in the amount of \$25,000 for the pathway. Commissioner Kanenwisher stated subdivision cash in lieu should be used in the proximity of that subdivision. Discussion followed regarding volunteers and donations to keep the prices down. Commissioner Stoltz requested estimates be presented prior to Board approval. **The Board concurred to have Commissioner Kanenwisher and Commissioner Stoltz assist Gary with obtaining the estimates.****
- **Approval of CDBG funds (Pantry Partners): Commissioner Kanenwisher made a motion to authorize Commissioner Chilcott to sign the draw down request for CDBG funds for Pantry Partners. Commissioner Stoltz seconded the motion and all voted “aye”. (4-0)**

- **Home Quarterly Report forms: Commissioner Kanenwisher made a motion to accept the quarterly report for HOME income from HRC. Commissioner Chilcott seconded the motion and all voted “aye”. (4-0)**
- **Commissioner Kanenwisher made a motion to appoint Commissioner Foss as representative to the Bitterroot College. Commissioner Stoltz seconded the motion and all voted “aye”. (4-0)**
- **Update on Corvallis CTEP Project: Administrative Assistant/CTEP Administrator Glenda Wiles gave an update to the Board on the Corvallis CTEP project. Commissioner Kanenwisher made a motion to have Glenda prepare a County Attorney request form to work on the necessary easement documents for the Corvallis CTEP project. Commissioner Chilcott seconded the motion and all voted “aye”. (4-0)**
- **Update on Florence CTEP Project: Administrative Assistant/CTEP Administrator Glenda Wiles gave an update to the Board on the Florence CTEP Project. Issues of discussion included the March 22nd letter from Mike Bartilson, owner of Bitterroot Pines Trailer Court. Mike’s letter addressed his application for an encroachment permit to the road department and also his request to upgrade the right of way in front of his property by: installing underground sprinklers in the median area; tie new sprinklers to adjacent irrigation line at his two bedroom house; prepare, plant and maintain lawns adjacent to the walkway in return for having the replacement fences to be located 3 feet west of the new walkway (fencing in the large open area will be a 3’ tall decorative pole fence and the fence in front of the two bedroom house will be a 6’ tall chain link fence. All fence corners at the driveways will be mitered to improve visibility and provide better access for large mobile homes. Glenda asked for approval on the improvements. Commissioner Kanenwisher made a motion to approve the encroachment permit as submitted to the Road Department, with their review and approval, and to approve of the improvements as noted above from the March 22nd letter with the fences at 3’ back from the sidewalk. Commissioner Chilcott seconded the motion and all voted “aye”. Commissioner J.R. Iman noted this letter had already been sent to WGM Engineers. An email will confirm Board approval.**
- **Commissioner Kanenwisher requested to contact the Road & Bridge Department for an encroachment permit and improvements with fencing up to 3 feet from sidewalks for Florence CTEP. The Board concurred. Commissioner Chilcott made a motion to approve the installation of pipes for the irrigation system to maintain the easement for Florence CTEP. Commissioner Kanenwisher seconded the motion and all voted “aye”. (4-0)**
- **Michael Howell stated he has been looking into the TBID proposed and discussed the boundary lines. He requested clarification of how it would work.**

- **Commissioner Chilcott made a motion to allow Eclipse Engineering to be the engineer for the Road Shop project for RFP. Commissioner Stoltz seconded the motion and all voted “aye”. (4-0)**

- ▶ The Board met for a working session for the subdivision regulations revisions to review Chapter 13 at 1:30 p.m.

- ▶ Commissioner Iman met with the Sheriff’s Office regarding the Intoxilizer Room at 2:00 p.m.

4/12

Ron Stoltz

From: Suzy Foss [suzyfoss@cybernet1.com]
 Sent: Monday, April 11, 2011 1:17 PM
 To: Greg Chilcott; mkanenwisher@rc.mt.gov; J.R. Iman; Ron Stoltz; rjenny@rc.mt.gov
 Subject: Updated suggestions for commission/staff protocol

I made some subtle changes and added some additional ideas:

Commission Chair Defined

1. Limited authority
 - a. Sign administrative contracts, letters approved by majority of board
 - b. Make statements approved by full board
 - c. Share ALL information that is submitted to the chair to full board as soon as received.
1. Chair commission meetings using Roberts Rules (simple version)
 - a. Introduce and/or ask for introductions of speakers for board and public knowledge
 - b. Attempt to keep meetings on topic, using point of order when necessary
 - c. Always physically look to both board members, staff and public to make sure all who wish to speak may when appropriate.
1. Speak with administrative staff daily discussing upcoming agenda items and asking for input, background, institutional knowledge that staff feels may be instrumental to a fuller understanding or decision making process of the commission. Share gathered information with board as soon as possible preferably before meetings so we can all have same information going in.

Administrative Staff Guidelines

Our administrative staff has valued institutional knowledge that we rely upon. Commissioners and all county departments and the public depend upon this institutional knowledge to ensure that time frames are met, proper protocols are followed and the laws of the the federal and state and the rules and regulations of the county are followed. The commission and county staff relies upon this institutional knowledge and it is an integral part of the administrative staffs value to the county.

1. Communication Protocols
 - A. Telephone, email and postal mail - any and all communications must be transferred, copied, shared, etc. with appropriate individual commissioner or full commission depending upon to whom addressed i.e. to a single commissioner or topic under a particular commissioners identified area of responsibility or to full commission if addressed to the commission in a general manner.
 - B. Staff is not to become involved in any communication with or between parties/issues that come to the administrative office via any communication methods unless directed to do so. Example: you are asked to prepare a letter or email on behalf of a commissioner(s) but communication must to approved prior to being sent unless otherwise directed.
 - C. Staff comments and advise to commissioners is welcome and desired. We do, however, offer these appropriate protocols to follow:
 1. In the administrative staff room or commission offices please feel free to share, discuss, disagree and educate your county commissioners and employees.
 2. When the commissioners are in the Meeting Room we would appreciate staff saving their comments and suggestions until the commission has had their time to discuss the issues and subjects before them. The commission chair will keep a watchful eye to staff and indicating that you have pertinent information we will need to continue our meaningful and productive dialog is appropriately indicated by raising your hand. Once acknowledged by the chair you can rest assured that your input will be asked for even if not at the moment the chair acknowledges seeing your hand. Whenever possible, when putting together the agenda, should you recognize that you have input that would be valuable to the commission, we suggest you either approach the chair in advance and advise the chair of the information you wish to share or put it in writing to hand out to the commission. Either way we can all be assured that your knowledge of and input about situations or issues will be heard and considered. This protocol is in response to both the requests for clarity by staff and the goals of the commission to have a respectful way for staff and commission to interact in the public eye. These protocols are to be followed by all county employees in the meeting room.
 3. Administrative staff is free to speak as a private citizen, following the protocols as such, by advising the commission that you are doing so and noting the time taken on your time cards.
 4. If at any time a member of the administrative staff feels unhappy about a situation or conduct by a commission member, please first go directly to that commissioner to discuss the situation. Most misunderstandings are just that and are easily addressed and corrections made. If after speaking with the commissioner(s) you have concerns with, you find yourself feeling things are still not resolved to your satisfaction, then taking them to our Human Resource Director would be appropriate. It is the desire and goal of both the county commissioners and the administrative staff to have a safe and productive working environment. Communication is the key to our success.

5.

Suzy Foss