

On Monday, May 20, 2019, at 8:00 a.m., Personnel Chairperson Sharon Leonoff called the meeting to order. The meeting was held in the Board of Commissioners Room of the Courthouse. The Pledge of Allegiance was recited. Roll call was taken with the following members present: Chairperson Sharon Leonoff, Committee members Tim Aho and Patti Peretto.

Also present: Administrator Gene Smith, Administrative Assistants Mary Dalpra and Lynette Lorenz, Sheriff Mark Valesano, Treasurer Melanie Camps, Commissioners Mike Stafford and Ray Coates, Attorney Steve Tinti, Prosecuting Attorney Melissa Powell, Equalization Director Amy Marinoff and Deputy Clerk Julie Kezerle.

Moved by Peretto, supported by Aho to approve the February 26, 2019, meeting of the Personnel Committee. Voice vote, motion carried.

Moved by Peretto, supported by Aho to approve the agenda. Voice vote, motion carried.

Leonoff called for public comment.

Public comments were made by Sheriff Valesano, Prosecutor Powell, Commissioner Stafford, Treasurer Camps, Commissioner Coates, Administrator Smith, Attorney Tinti, Administrative Assistant Dalpra, Committee members Aho and Peretto and Chairperson Leonoff regarding the County Administrator position.

Leonoff called for public comment two more times. No more comments voiced.

New Business:

Committee member Aho read the following proposal with regard to the County Administrator position:

“First I think it is safe to say that the excellent staff we have with Mary Dalpra and Lynette Lorenz. I am confident they can handle 70% of the work that needs to be done in our office. Many of the small tasks Mr. Smith is spending his time on such as updating phone list, forwarding emails to the BOC, forwarding the payables for BOC review, and other task, we can easily handle with current staff. I will step up and work to fill the void in the interim should the BOC decide. I believe Mary and Lynette, can maintain the office operation easily with their skill set. I think we may need a small amount of oversight, but with five commissioners, we should be able to fill the void for now. We as commissioners need to step up and do a proper review of the payables. I am responsible for suggesting the current system of bill approval, and it is not getting done properly. I propose we have an additional meeting toward the end of the month, and do a review of the payables, along with the first review of the month being done prior to our regular BOC meeting. This may take some scheduling changes, but we can make it work.

The important thing now is the budget, and I am confident that can also be handled.

As to the budget, my proposal would be to have the finance chair Mike Stafford, myself, in conjunction with Mary Dalpra, and Lynette Lorenz complete the budget. This will take coordination between the four of us, but I am confident we will complete an accurate budget. I suggest we go back to the department heads meeting with the finance group and presenting their budget by department heads for our review. I suggest Mary or Lynette enter all of the data into the system, with one person being the only one with access to change the budget numbers. When we have the numbers completed, we will again meet with the department heads and make cuts should they be necessary. The budget was done this way in the past, and each year except for the last two years, we have come in under budget. I would like to point out that the 2017 budget was completed by a budget committee made up only of commissioners and Mary Dalpra, with Mary doing much of the work, along with the input into the BS&A system. The 2017 budget year ended with a surplus of approx \$106K. The 2018 budget was done similar to the process used for many years, with BOC members, and Mr. Smith. The 2018 budget year ended with a surplus of approx. \$105K. The 2019 budget was mostly completed by Mr. Smith, with public review by the BOC at times along the way. Upon completion of the budget the BOC was asked by Mr Smith to allow him to make the few minor adjustments to balance the budget and place for review

at the Clerks office, which was done. We currently know the budget was in deficit by approx. \$194K. We will not know the final number for some time, but likely will be in excess of that amount.

I think it is important we utilize the expertise of the county treasurer in providing accurate revenue numbers which will be based on her many years of expertise. I think it is important that we not inflate revenue numbers late in the budget process just to balance. Cuts in the budget must be made, not inflated revenues.

I also believe we should not just throw money in line items or other funds to just cover our potential misses in costs. Budgets amendments are to balance line items, when we experience an additional cost. In my opinion we are using budget amendments excessively because we are not spending the time to do our jobs preparing the budget.

As to budget amendments, I believe the department heads should be preparing their own budget amendments within their funds, and presented to the BOC for review. The amendments can be funneled through Mary Dalpra. Some of the departments will not have access to the BS&A system, and the amendment can be completed by Mary or Lynette. Treasurer Camps, is also skilled at budget amendments, and I believe she will help with preparation and training. We must remember that the review of the amendments is the responsibility of the BOC.”

Moved by Aho, supported by Leonoff to bring the above proposal to the full Board. Roll call vote: Ayes: Aho and Leonoff. Nays: Peretto. Motion carried.

Moved by Peretto, supported by Aho to adjourn. All in favor, meeting adjourned at 9:03 a.m.

Chairperson Sharon Leonoff

Deputy Clerk Julie Kezerle