

**PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS
REGULAR MEETING, AUGUST 31, 2010**

THE BOARD OF COUNTY COMMISSIONERS OF CUSTER COUNTY MET IN REGULAR SESSION IN THE COMMISSIONER'S BOARDROOM.

Commissioner Lynn Attebery called the meeting to order at 9:00 AM and the Pledge of Allegiance was recited.

Roll Call was taken:

Lynn Attebery	Chairman	Present
Jim Austin	Vice-Chairman	Present
Carole Custer	Commissioner	Present
Kris Lang	Deputy Clerk to the Board	Present

Also present was Allen Butler, Town of Silver Cliff Mayor and Nora Drenner, reporter for the Wet Mountain Tribune.

AGENDA

- Call meeting to order
- Pledge of allegiance
- Roll Call
- Amend Agenda
- Approval of minutes
- Audience introduction
- Old Business:
- Review vouchers and sign checks
- Staff Meeting

County payroll and accounts payable were approved from the following funds:

County General	\$251,174.86
Road and Bridge	\$ 87,021.47
Emergency Services	\$ 10,173.27
Human Services	\$ 27,441.52
Capital Improvement	\$ -0-
Airport Fund	\$ 18,277.11
Tourism Fund	\$ -0-
Self Insurance	\$ -0-
TOTAL	\$394,088.23

Chuck Ippolito, IT Director met with the BOCC and reported that the last estimate he received regarding upgrading the county telephone system was in May of 2009 and the approximate cost at that time was \$90,000. Mr. Ippolito outlined monthly lease options. Following a discussion the BOCC asked Mr. Ippolito to research current costs and options and report back to the Board.

Karin Milisavljevich, Community Energy Coordinator joined the meeting and reported that funding under the Mineral Impact Grant was no longer available. She said she was researching other funding options and would provide the Board with a report on September 7, 2010.

Commissioner Custer provided an update on the status of the Colorado State University (CSU) Extension Agent hiring process. She stated that applications will be accepted through the CSU website until close of business on September 1, 2010. The applications will be reviewed by CSU Human Resources and the applicants meeting the minimum qualifications will have their applications scored by the members of the search committee. The search committee will then meet to review the applications, rank and select finalists and then check references. Application finalists will then be invited for interviews first with the search committee. The second round of interviews will be with the Commissioners and selected county citizens involved in the CSU Extension programs and advisory groups. The interviews are tentatively scheduled the last week of October. Commissioner Custer stated that as a member of the search committee she understands that CSU will be hiring the extension agent and that CSU wants Custer County to have an opportunity to meet the finalists and provide input in the selection process.

MOTION by Commissioner Attebery, seconded by Commissioner Custer:
To recessed until the Staff Meeting at 1:00 PM. The motion carried unanimously.

The BOCC recessed at 10:40 AM.

The BOCC reconvened at 1:05 PM.

The department heads and elected officials met with the BOCC for the staff meeting. Those present: Christy Feldmann, Beverly Goertz, Mike Halpin, JD Henrich, Dawna Hobby, Chuck Ippolito, Debbie Livengood, Donna Squire, Dave Trujillo and Virginia Trujillo. Laura Lockhart was not available due to a scheduled conference call in the social service department.

Commissioner Attebery said the county auditors expressed a concern regarding uniformed department record keeping for compensation time. Dawna Hobby, Human Resource/Finance Manager explained the auditors had concerns with the record keeping of the sheriffs department. Commissioner Attebery remarked that a representative from the sheriff's office was not in the audience. He stated he would address the situation directly with Sheriff Jobe at a later date.

Commissioner Custer introduced Donna Squire, the new HHRC Resource Navigator and Facilities Manager. She explained that the original position of HHRC Resource Navigator and VSO Assistant has been split into 2 nineteen hour part time positions. Donna Squire will provide resource services at the HHRC on Monday, Tuesday, Wednesday and Thursday from 9 AM to 1 PM and on Friday's from 9 AM to 12 PM. Lorraine Silva, VSO assistant will continue to provide veterans services from the 511 Main Street address. Commissioner Custer reported that the relocated VSO office at 511 Main Street will be opened on Monday, Wednesday and Thursday from 8 AM to 4 PM. She remarked that full time veteran's services will be provided with the assistance of volunteers. Commissioner Custer said she would like to publicly thank the Useful Service Program for their assistance in providing a person to work on the outside scraping and priming of the HHRC windows. She stated that additional assistance would be required to complete that exterior painting project.

Commissioner Custer reported that she has been in contact with Garfield County Commissioner, John Martin and has secured a county to county grant to provide American Disabilities Act (ADA) access at the court house and Wetmore Community Building (stair-chairs) and the Hanssen Haus Resource Center (HHRC) (concrete ramps). She said the \$14,650 would be allocated as follows: \$11,700 for the ADA concrete ramps at the front and back entrances/exits of the HHRC and \$2,950 for the installation of the two stair chairs that were donated earlier.

Commissioner Custer said that the Custer County Comprehensive Personnel Policy adopted in April of 2010 states that all employees shall receive a written performance evaluation once a year. She read from Page 10, Section D-3 Performance Evaluation: All employees in regular positions shall receive, at a minimum, a written performance evaluation once a year. The date for the annual performance evaluation will be determined by the department heads, elected officials and BOCC. The primary purposes of the performance appraisal are: (a) To establish an understanding of what is expected of an employee performing in the job and a measurement of the employee's performance of those expectations, including strengths and weaknesses, to provide a basis for compliments, appreciation, corrections and improvements. (b) To determine whether a newly hired, promoted, demoted or transferred employee should continue in their current position. (c) To provide documentation for personnel actions.

Following an open discussion it was agreed that the staff evaluations would be completed prior to the budget hearings. The evaluations will remain with the department heads, elected officials and BOCC in a locked file. The evaluations will only be forwarded to the Human Resource Department (Dawna Hobby) if the contents included documentation for a personnel action. It was further agreed that the staff evaluation format/form used would be at the discretion of the department heads, elected officials and BOCC. Commissioner Custer said she would be willing to email or provide copies of the three page Custer County Government Periodic Performance Review for Salaried Employee Form that was adopted in 2007 to anyone wanting to use that one.

Commissioner Custer provided an update on the CSU Extension Agent hiring process status. She said she is serving on the CSU Search Committee for the position. She stated that although the selected applicant will be required to obtain a masters degree within five years, the minimum credential requirement for consideration is a bachelor's degree.

Commissioner Custer reported that Chuck Ippolito, IT Director would be researching options to upgrade the courthouse telephone system.

Those in attendance discussed the topic of communication within the departments and courthouse facility for notifications of potentially dangerous or threatening situations with customers, clients and the public. Sheriff's Court House Deputy Mike Halpin reminded everyone of the panic buttons installed in each office and stated that personnel should use the option when they find themselves in an uncomfortable or threatening situation. Following a discussion it was agreed that uncomfortable, intimidating or threatening incidences or encounters would be reported to Deputy Halpin immediately and that Deputy Halpin will maintain a record log of individuals or situations that pose a threat for future reference.

Commissioner Austin said the proposed Amendments 60, 61, and Proposition 101 continued to be an educational process. The Board agreed that additional and more specific information would be available closer to the election date.

J. D. Henrich asked if Custer County had received any census bureau results. The results would have been forwarded to Chuck Ippolito. Mr. Ippolito responded that to date he had not received any information.

Commissioner Attebery asked the department heads and elected officials if they would like to continue to schedule quarterly staff meetings with the BOCC or revert back to the monthly schedule. All present agreed with the quarterly schedule. The next staff meeting will be scheduled at 1:00 PM on November 17, 2010.

MOTION by Commissioner Attebery, seconded by Commissioner Austin:

To adjourn the meeting. The motion carried unanimously.

The meeting was adjourned at 1:50 PM.

Debbie Livengood, Clerk and Recorder
Attest

Lynn Attebery
Chairman