

# **Cheyenne County Board of Commission**

**January 21, 2016**

## **Convene**

Chairman Brett Poling called the meeting of the Cheyenne County Board of Commission to order at 1:00 P.M. on January 21, 2016 at the Board Room. Attendance: Brett Poling, Present: John Garner, Present: Rodney Radcliffe, Present. Also present were County Attorney, Nicole Romine and County Clerk, Deb Lindsten. Several department heads were present. The Board of Commission met in special session to discuss the personnel handbook. Chairman Brett Poling led the group in the Pledge of Allegiance.

## **County Attorney, Nicole Romine**

Chairman Poling sought the advice of legal counsel as to what the first step in reviewing the policy handbook should be. Attorney Romine advised the BOCC to first determine "how" they wish to address the policy handbook. Three options were discussed. The first option would be for the Board to start from scratch and rewrite the policy handbook. The second option would be to use the KCAMP model. The third option would be to retain a third party to review, revise and rewrite the policy handbook. The revision of job descriptions and the wage scales need to be included in the revisions. Attorney Romine noted that with the current documents, there are big issues that need to be resolved. There is no clear policy in place. A list of suggested changes is being compiled. Without clear policies in place, it creates liability issues for the county and moral issues for the employees.

## **Motion/Vote - Personnel Policy Handbook**

Commissioner Rodney Radcliffe made a motion to accept bids for the policy handbook, job descriptions, and wage scales. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes). The Clerk was asked to seek bids for the Board's review.

## **County Clerk, Deb Lindsten**

Clerk Lindsten asked the Board what line item they would like the IT pay to be expensed from.

## **Motion/Vote - IT Pay**

Commissioner Rodney Radcliffe made a motion to transfer \$4,945.00 from the county general contractual line item to the computer personnel line item. John Garner seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes).

## **County Attorney, Nicole Romine**

Attorney Romine reported back to the BOCC on Roberts Rules of Order. She reported that motions need not be seconded in a small Board, if the Board so elects to do so. It was the consensus of the BOCC to continue calling for a second on motions.

## **County Clerk, Deb Lindsten**

Clerk Lindsten asked the BOCC how they would like to handle a lost payroll check that was issued on December 31, 2015. The BOCC recommended that the payroll check be reissued right away rather than waiting the 180 days, as stated on the check.

**Commissioner, Rodney Radcliffe**

Commissioner Radcliffe reported to the BOCC on Senate Bill 316 which has been proposed by Senator LaTurner. Senate Bill 316 deals with the tax lid.

**Adjournment**

Commissioner John Garner Ordered that the commission adjourn until 1/29/2016. Rodney Radcliffe seconded the motion. The motion passed by vote: Brett Poling (Yes), John Garner (Yes), Rodney Radcliffe (Yes). / The next regularly scheduled meeting will be January 29, 2016.

**Signatures**

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Chairman, Brett Poling

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County Clerk, Deb Lindsten