

## COMMISSIONER PROCEEDINGS

August 24, 2009

- Call to Order:** The regular meeting of the Lincoln County Board of Commissioners was held in the commission meeting room of the courthouse Monday, August 24, 2009. Chairman Steve Errebo called the meeting to order at 8:00 a.m. with Vice-Chairman Al Joe Wallace and Member Terry Finch present. County Clerk Dawn Harlow was in attendance.
- Visitors:** Others present for portions of the meeting: Rodney Job, Ladonna Reinert, Ray Rasmussen, Larry Meitler, Michel O'Hare, Jennifer O'Hare, Steve Nelson, Dwight Heller, Debora Zachgo, Wendy Gronau, Russ Black, Tami Kerth, Joyce Walker, Rhonda Wright and Les Richards.
- Emergency Management:** Emergency Manager Rodney Job reported on a meeting recently attended. Job requested approval to attend a radiological advanced monitoring and instruction class in Anniston, Alabama, noting that the State will pay all expenses, including airfare, hotel and meals. The board approved the request. Job related that he has been given a verbal warning that the County's LEPC is out of compliance by not having quarterly meetings, and related that the County will lose Federal and State funding if we are issued a written notice. Job reported that the County has been approved to hold a regional fire school, January 9 – 10 and that he has asked each fire department to appoint a representative to help organize and run the school.
- H1N1 Flu Update:** Emergency Manager Job and Health Nurse/Administrator Ladonna Reinert discussed the H1N1 flu and the possible impact on county personnel and services. Reinert provided minutes of an ESF 8 meeting, which comprises of members from local health and emergency service agencies, concerning the H1N1 flu. The group discussed the following topics: protective mask fit testing; CDC recommendations for employee time off if symptomatic; and personnel policy changes. The board requested the Reinert present a listing of recommendations for them to review. The duo requested to be placed on the agenda as a standing appointment to provide weekly updates. The board approved the request.
- Highway Department:** Road Supervisor Larry Meitler with Assistant Road Supervisor Michel O'Hare reported on highway department projects. Meitler inquired about hauling aggregate to the Sylvan Grove Fire Station project as a highway department or as a volunteer project. After discussion, the board approved the project as a highway department project. Meitler forwarded a request for tree stump removal. The board denied the request as the stump is located on private property. O'Hare provided a copy of Saline County's minimum maintenance road and controlled access facility resolution.
- Road Requests:** Steve Nelson requested that the County mow the 2300 block of N Ash Dr and make repairs on E Broome Ln and N 225th Rd. The board related that Ellsworth County is responsible for N Ash Dr maintenance and told him to request the services from Ellsworth County. The board requested that County Attorney O'Hare draft

correspondence to Ellsworth County notifying them of the request and complaints received.

**Executive Session:** Human Resource Officer Debora Zachgo requested executive session. Terry Finch moved to recess into executive session for fifteen minutes from 10:30 a.m. – 10:40 a.m. for the purpose of discussing personnel matters of non-elected personnel with Zachgo, County Attorney Jennifer O'Hare and Clerk Harlow present, seconded by Al Joe Wallace. Motion carried.

**Reconvene:** The chairman reconvened the meeting to regular session at 10:40 a.m.

**County Attorney:** County Attorney Jennifer O'Hare presented a draft lease agreement for County owned property in Section 36, Marion Township. The board made changes to the agreement and approved placing the lease of the property up for sealed bid.

**Ambulance Service:** The board inquired with Ambulance Service Director Wendy Gronau as to whether a particular handwritten patient care report had been provided to the ambulance billing department. Al Joe Wallace moved to recess into executive session for ten minutes from 10:51 a.m. – 11:01 a.m. for the purpose of discussing personnel matters of non-elected personnel with Ambulance Service Director Gronau present, seconded by Terry Finch. Motion carried.

**Reconvene:** The chairman reconvened the meeting to regular session at 11:01 a.m.

**Executive Session:** Al Joe Wallace moved to recess into executive session for five minutes from 11:01 a.m. – 11:06 a.m. for the purpose of discussing personnel matters of non-elected personnel with Ambulance Service Director Gronau present, seconded by Terry Finch. Motion carried.

**Reconvene:** The chairman reconvened the meeting at 11:06 a.m.

**Ambulance Service:** The board reviewed a draft policy concerning the process of entering a handwritten patient information sheet's data into the State's data collection program and retention of patient information sheets, both handwritten and computer generated. The board requested that the following be added to the policy: that both the handwritten and computer generated report should be signed by those entering information into the data collection program; attendant writing the hand written report will be given an opportunity to review the computer generated report to check for accuracies; and that the person data entering the report into the State's data collection program will not alter or add to the computer report, including the addition of items not completed on the handwritten report or misspellings, without the knowledge of the report writer. Gronau will make the necessary changes and present the amended policy for the board's approval at a future meeting.

**Recess:** The chairman recessed the meeting to the basement meeting room at 11:12 a.m.

Reconvene:  
Department Head  
Meeting: The chairman reconvened the meeting to regular session at 11:15 a.m. in the courthouse meeting room with the following elected officials and department heads present: Russ Black, Wendy Gronau, Larry Meitler, Michel O'Hare, Tami Kerth, Joyce Walker, Ladonna Reinert, Rhonda Wright and Les Richards. The board provided copies of the 2010 Lincoln County Budget and requested that all departments review their individual budgets and cut 2009 spending to the level in the Estimated 2009 Expense column and be prepared to adjust spending accordingly for the 2010 budget as well. The group discussed the H1N1 flu and the possible impact on department personnel and budgets.

Recess: The chairman recessed the meeting to the commission meeting room at 12:00 p.m.

Reconvene: The chairman reconvened the meeting to regular session at 12:05 p.m. in the commission meeting room.

Sylvan Grove RFD  
No-Fund Warrants: Clerk Harlow provided estimates of the financial shortfall for the Sylvan Grove Rural Fire District's CDBG grant project. After discussion, the board determined that the no-fund warrants should be issued in the amount of \$76,000.00. The board approved payment to the project contractor, Harbin Construction, from County General funds with reimbursement to be made upon issuance of the no-fund warrants.

Minutes Approved: Al Joe Wallace moved to approve and adopt the minutes of the August 17, 2009 regular meeting as presented, seconded by Terry Finch. Motion carried.

Executive Session: Terry Finch moved to recess into executive session for five minutes from 12:32 p.m. – 12:37 p.m. for the purpose of discussing personnel matters of non-elected personnel with County Clerk Harlow present, seconded by Al Joe Wallace. Motion carried.

Reconvene: The chairman reconvened the meeting to regular session at 12:37 p.m.

Adjourn: With no further business to come before the board the chairman adjourned the meeting at 12:57 p.m. until 8:00 a.m. Monday, August 31, 2009 in the commission meeting room of the courthouse.