

COMMISSIONER PROCEEDINGS

June 6, 2022

- Call to Order: The Lincoln County Board of Commissioners met in the courthouse commission meeting room Monday, June 6, 2022. Chairman Dennis Ray called the meeting to order at 8:30 a.m. with Vice-Chairman Darrell Oetting and Member Randy Lohmann present. County Clerk Dawn Harlow was in attendance as recording secretary.
- Visitors: Others present for portions of the meeting: Sheila Nelson-Stout, Susan Sprague, Patrick Wallerius, Nancy Walter, John Buttenhoff, Brady Coover, Lisa Feldkamp, Brandon Cochran, Ladonna Reinert, and Sarah Hageman.
- Correspondence: Correspondence: email from Diane Walters inquiring about the status of the nursing home roof; bills for Lincoln Park Manor; and a request to proclaim June as Elder Abuse Awareness Month.
- Proclamation Approved: Randy Lohmann moved to sign the proclamation declaring June 2022 Elder Abuse Awareness Month, seconded by Dennis Ray. Motion carried.
- Valuation: County Clerk Harlow provided the 2022 June assessed valuation certification.
- Minutes Approved: Dennis Ray moved to approve the May 31 minutes as presented and June 3 minutes as corrected, seconded by Darrell Oetting. Motion carried.
- Recycling Center: Commissioner Ray noted that he had spoken with Danielle Garman McCann and CB Trucking regarding the recycling center materials placed on Ms. McCann's property. CB Trucking has installed a second bailer in the facility.
- Fence Viewing: The board discussed the fence viewing held on June 3. The board requested that County Attorney Wright be scheduled on the agenda to discuss the matter further.
- OCCK: OCCK representatives Sheila Nelson-Stout, Susan Sprague, and Patrick Wallerius provided an overview of the organization's services: transportation, assistance with disability claims, infant-toddler services, autism support, Alzheimer's programs, telehealth services, and Health Home Services. Nelson-Stout related that the agency is not requesting a budget increase for 2023.
- Conservation District: Lincoln County Conservation District Board Members John Buttenhoff, Brady Coover, and District Manager Nancy Walter provided information on District activities throughout the past year and presented the district's 2023 budget request.
- District Court: District Court Clerk Lisa Feldkamp presented the district court's 2023 budget request.
- Ambulance Service: Ambulance Service Director Brandon Cochran provided an update on department activities. Commissioner Ray requested that Cochran meets with the health department and HR to determine the health department's responsibilities for accounts receivable and update the job description for the health department employee performing the services. In addition, the board reminded Cochran that part-time employees should not exceed 999 hours per year.

Health Department: Health Nurse/Administrator Ladonna Reinert related that as the HIPAA Compliance Officer, she needs the tools to ensure that the County is compliant and meeting all regulations. Reinert provided a bid from the Compliancy Group for The Guard program and explained their services. Reinert noted that she has grant funds available to pay for the program for two years. Darrell Oetting moved for the Health Department to do the HIPPA compliance in the amount of \$3,250 for Compliancy Group's Proposal of the Guard, seconded by Randy Lohmann. Motion carried.

Human Resources: Human Resource Officer Sarah Hageman inquired about employing a part-time mower in the highway department who is 18 but has not yet graduated from high school. The board made no decision on this date. Hageman reported that the CDL drivers must be reported to the clearing house annually and that Compliance One provides the service for an additional fee per employee. Hageman presented an agreement with Compliance One to provide the clearing house services. Randy Lohmann moved to have Human Resource Officer Sarah Hageman sign the third party administration agreement with Compliance One for the drug and alcohol testing, clearing house, and employee assistance program, seconded by Dennis Ray. Motion carried.

Executive Session: Dennis Ray moved to recess into executive session for thirty minutes for the purpose of discussing department head evaluations, pursuant to K.S.A. 75-4319(2)(b)(1) to discuss personnel matters of nonelected personnel, to reconvene in the commission meeting room with the commission and HR Director Sarah Hageman, seconded by Randy Lohmann. Motion carried. Time in: 10:56 a.m. Time out: 11:26 a.m.

Reconvene: The chairman reconvened the meeting to regular session at 11:26 a.m. with no action taken.

Human Resources: The board inquired about whether open positions are being advertised. The courthouse rover position will be advertised as Jennifer Machado has agreed to take the full-time position in the clerk's office. The board requested that Hageman and department heads track their part-time employee's hours to ensure they do not exceed the 999 hours per year. The board reminded Hageman that conversations held in her office with department heads and employees and any complaint forms submitted should remain confidential.

Correspondence Approved: The board approved an email to department heads regarding the deadline for submitting 2023 budget requests. In addition, the board requested that department heads budget a 1.5% increase to the salary line items for the upcoming year to provide potential raises based on performance reviews.

Adjourn: The chairman adjourned the meeting at 11:42 a.m. The next meeting will be at 8:30 a.m. in the courthouse commission meeting room Monday, June 13, 2022.