

**STILLWATER COUNTY
COMMISSIONER MINUTES**

Notice: These minutes reflect the proceedings of the Board of County Commissioners. The official minutes are on file with the Clerk and Recorder (MCA 7-4-2611(2)(b)).

**REGULAR MEETING
DECEMBER 12, 2017**

- Present:** Commissioners Dennis Shupak, Chair; Maureen Davey and Mark Crago, Members.
Others Present: Joe Morse, Finance Specialist; and Mikaela Koski, Stillwater County News.
- Pledge to Flag:** Commissioner Shupak opened the meeting at 9:00 am with the pledge to the flag.
- Public Comments:** 1. Commissioner Davey read a letter from the Superintendent of Schools Judy Martin which officially announces that she will not be re-filing for Stillwater County Superintendent of Schools when her term expires December 2018.
- Minutes:** Commissioner Crago **MOVED** to approve the minutes of October 31, 2017, and November 7, 2017. Commissioner Davey **SECONDED**. Motion passed unanimously.
- File items:**
1. Department Reports - Fees collected for month ending November 30, 2017
 - a. Sheriff's Department - \$350
 - b. Justice of Peace - \$12,607
 - c. Clerk & Recorder - \$7,681.80
- Commissioner Davey **MOVED** to place the file items to file. Commissioner Crago **SECONDED**. Motion passed unanimously.
- Regular Business:** 1. Human Resources - Request to approve agreement with for Data Management Inc. for TimeClock Plus software to implement a process to track employee hours.
- Joe Morse explained he was searching for a way to accurately record employee hours and expedite payroll as well as ensure accuracy. He said with the different shifts worked, it sometimes causes a delay in time-sheets being turned in and this will help. Commissioner Davey **MOVED** to approve the contract as reviewed by the County Attorney. Commissioner Crago **SECONDED**. Discussion: Commissioner Davey asked how overtime would be addressed. Morse explained overtime would have to be pre-approved. Commissioner Shupak called for a vote. Motion passed unanimously.
- Meeting Adjourned:** Hearing no further business, Commissioner Shupak adjourned at 9:06 AM.