

**REPORT TO THE
MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
SPECIAL MEETING
Monday, December 7, 2015
County Courthouse, Rawlins, Wyoming**

The Board of Carbon County Commissioners held a special meeting Monday, December 7, 2015 at the County Courthouse in Rawlins, Wyoming. Attending the meeting were Chairman John Espy; Vice Chairman John Johnson; Commissioners Lindy Glode, and Sue Jones. Commissioner Leo Chapman was absent.

Chairman Espy called the meeting to order at 9:00 a.m. and announced the meeting would be to discuss maintenance and custodial.

EXECUTIVE SESSION

Commissioner Johnson moved to go into executive session at 9:09 a.m. with Clerk Bartlett, Anna Helm and Attorney Ashley Davis to discuss personnel or potential litigation and other matters considered confidential by law. Commissioner Glode seconded and the motion carried unanimously.

Ms. Helm left the session at 9:23 a.m. Craig Jones joined the session at 10:29 a.m. and left at 10:47 a.m. and Chris Alderete joined at that time. Ms. Alderete left the session at 11:09 a.m. and Randy Park joined at the same time. Mr. Park left the session at 11:14 a.m. and Sonya Colschen joined at the same time.

Commissioner Glode moved to come out of executive session at 11:17 a.m. noting no action was taken and that the minutes be signed and sealed. Commissioner Johnson seconded and the motion carried unanimously.

MAINTENANCE AND CUSTODIAL

The following individuals from the Buildings & Grounds department joined the meeting: Bruce Taylor, Andy Herring, Craig Jones, Chris Alderete, Randy Park and Sonya Colschen.

The group was informed the buildings department is being reviewed and reorganized and that the custodians would now report to the head custodian, Chris Alderete. Chairman Espy also reported Craig Jones has accepted a position of maintenance technician with the county and the county will be advertising for a buildings manager as well as a custodian to replace one who is no longer with the county. They designated the chain of command as Commissioner Chapman then Chairman Espy as in charge while there is no buildings manager and that the head custodian, maintenance technician, Jeffrey Center personnel and Fairgrounds caretaker would report directly to the Commissioners while the custodians will report to the head custodian.

It was clear to the group that snow removal would remain the same as current and the BOCC reported the buildings staff will be relocated to Room 312 at the Carbon Building. Andy Herring and Bruce Taylor were told that they are to help Mr. Jones as requested by Mr. Jones. Mr. Taylor was told that if Ms. Alderete needs any assistance that she will be calling him as well.

Commissioner Johnson moved to authorize the Clerk to advertise for the buildings manager and one custodian. Commissioner Jones seconded and the motion carried unanimously.

Commissioner Glode moved to approve the reorganization of the Buildings & Grounds department with Commissioner Chapman and Chairman Espy in charge of maintenance and Commissioner Glode in charge of custodial until a Buildings & Grounds Manager is hired. Commissioner Johnson seconded and the motion carried unanimously.

Commissioner Glode will let the IT Director know that the buildings department will be moving so he can proceed with installing computers and phones including all necessary wiring. There was further discussion of whether or not to move the head custodian office to the Carbon Building but ultimately no decision was made.

ADJOURNMENT

Commissioner Johnson moved to adjourn the meeting at 11:51 a.m. Commissioner Jones seconded and the motion carried unanimously.