

Town of West Yellowstone

Tuesday, March 17, 2015

West Yellowstone Town Hall, 440 Yellowstone Avenue

6:00 PM

WORK SESSION AGENDA

Social Services Department

Discussion ∞

7:30 PM

TOWN COUNCIL MEETING AGENDA

Pledge of Allegiance

Purchase Orders

Treasurer's Report/Securities Report

Claims ∞

Consent Agenda: **March 3, 2015, Work Session & Town Council Meeting** ∞

March 10, 2015 Work Session ∞

Business License Applications

- Taqueria Malverde ∞

Advisory Board Report(s)

Operations Manager & Department Head Reports

Assignments Report

Comment Period

- Public Comment
- Council Comments

Presentation: Gallatin County Emergency Management Plan

Patrick Lonergan, Director, Gallatin County Emergency Management

NEW BUSINESS

Gallatin County Emergency Management Plan, 5-Year Revision Annexes

Discussion/Action ∞

Resolution No. 660, West Yellowstone Aquatic Center

Discussion/Action ∞

Cash-In-Lieu Parking Spaces Request, China Town Restaurant (WYMC 17.42.100)

Discussion/Action ∞

Parks & Recreation Advisory Board Appointments

Discussion/Action ∞

- Moira Dow
- Pierre Martineau
- Jennifer Jordan

Correspondence/FYI

- HB 262, Resort Tax Increase, Current Status ∞

Meeting Reminders



Policy No. 16 (Abbreviated)
Policy on Public Hearings and Conduct at Public Meetings

Public Hearing/Public Meeting

A public hearing is a formal opportunity for citizens to give their views to the Town Council for consideration in its decision making process on a specific issue. At a minimum, a public hearing shall provide for submission of both oral and written testimony for and against the action or matter at issue.

Oral Communication

It is the Council's goal that citizens resolve their complaints for service or regarding employees' performance at the staff level. However, it is recognized that citizens may from time to time believe it is necessary to speak to Town Council on matters of concern. Accordingly, Town Council expects any citizen to speak in a civil manner, with due respect for the decorum of the meeting, and with due respect for all persons attending.

- No member of the public shall be heard until recognized by the presiding officer.
- Public comments related to non-agenda items will only be heard during the Public Comment portion of the meeting unless the issue is a Public Hearing. Public comments specifically related to an agenda item will be heard immediately prior to the Council taking up the item for deliberation.
- Speakers must state their name for the record.
- Any citizen requesting to speak shall limit him or herself to matters of fact regarding the issue of concern.
- Comments should be limited to three (3) minutes unless prior approval by the presiding officer.
- If a representative is elected to speak for a group, the presiding officer may approve an increased time allotment.
- If a response from the Council or Board is requested by the speaker and cannot be made verbally at the Council or Board meeting, the speaker's concerns should be addressed in writing within two weeks.
- Personal attacks made publicly toward any citizen, council member, or town employees are not allowed. Citizens are encouraged to bring their complaints regarding employee performance through the supervisory chain of command.

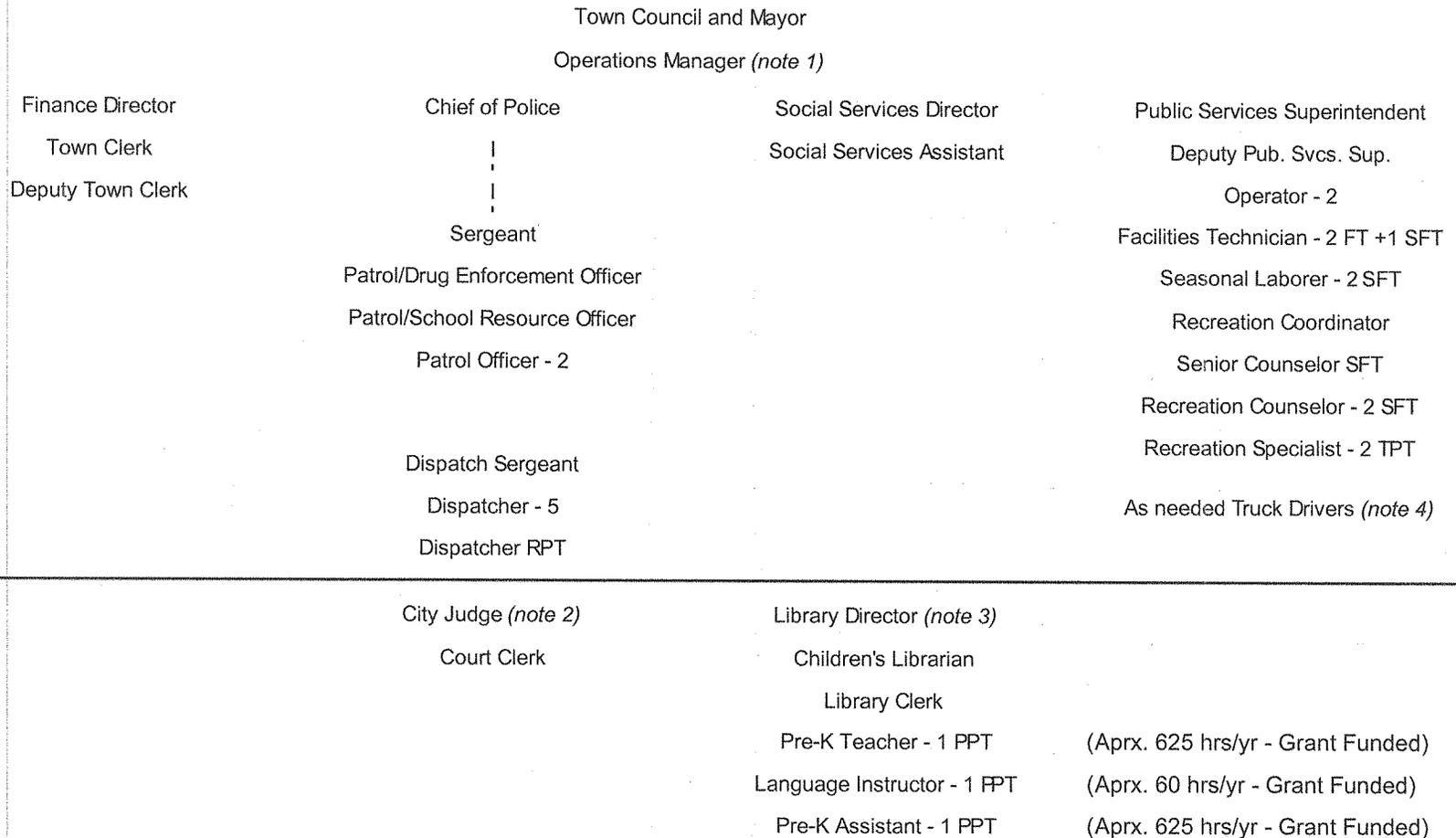
Any member of the public interrupting Town Council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing Town Council, shall be deemed to have disrupted a public meeting and, at the direction of the presiding officer, shall be removed from the meeting room by Police Department personnel or other agent designated by Town Council or Operations Manager.

General Town Council Meeting Information

- Regular Town Council meetings are held at 7:00 PM on the first and third Tuesdays of each month at the West Yellowstone Town Hall, 440 Yellowstone Avenue, West Yellowstone, Montana.
- Presently, informal Town Council work sessions are held at 12 Noon on Tuesdays and occasionally on other mornings and evenings. Work sessions also take place at the Town Hall located at 440 Yellowstone Avenue.
- The schedule for Town Council meetings and work sessions is detailed on an agenda. The agenda is a list of business items to be considered at a meeting. Copies of agendas are available at the entrance to the meeting room.
- Agendas are published at least 48 hours prior to Town Council meetings and work sessions. Agendas are posted at the Town Offices and at the Post Office. In addition, agendas and packets are available online at the Town's website: www.townofwestyellowstone.com. Questions about the agenda may be directed to the Town Clerk at 646-7795.
- Official minutes of Town Council meetings are prepared and kept by the Town Clerk and are reviewed and approved by the Town Council. Copies of approved minutes are available at the Town Clerk's office or on the Town's website: www.townofwestyellowstone.com.

Staffing Plan
Approved April 22, 2014 (Current)

TOWN OF WEST YELLOWSTONE STAFFING PLAN



note 1: Operations Manager's salary is set by negotiated agreement

note 2: City Judge is appointed by the Town Council. Judge's salary is set by annual budget resolution. Court Clerk is a Town employee.

note 3: Library functions are governed by agreement; Director is appointed by board and directs staff.

note 4: List of people with CDLs will be maintained to call as needed during the winter plowing season.

Job Description from J. Dittmann's recruitment

TOWN OF WEST YELLOWSTONE

October 2004

POSITION: Social Services Coordinator

DEPARTMENT: Social Services

ACCOUNTABLE TO: Operations Manager

STATUS: Regular full-time

PRIMARY OBJECTIVE OF POSITION:

Under general supervision performs duties related to coordinating and delivering social services for the Town of West Yellowstone.

JOB CHARACTERISTICS:

Nature of Work: Position coordinates and delivers community social services.

Personal Contacts: Frequent contact with citizens, local businesses, churches, government agencies, and funding agencies.

Supervision Received: Works under general supervision of the Operations Manager.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of essential functions is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties are generally performed in office setting where hazards and discomforts are controllable and modifiable; must occasionally lift boxes weighing up to 50 pounds to waist height. Position requires the ability to communicate orally and in writing. Must be able to access homes of clients. Position is subject to calls outside of normal working hours. Some clients may be mentally ill or chemically dependent.

TYPICAL DUTIES AND RESPONSIBILITIES:

Serves as a liaison and contact person for a variety of local, state and federal agencies, including state job service, health and human services departments, county health department, and various agencies to coordinate and deliver social services according to terms and conditions of service contracts, agreements and policies;

Assesses client needs; assists clients with information and referrals about local and state program availability, including but not limited to unemployment benefits, household management, subsidized housing, energy assistance, legal assistance, drug and alcohol counseling, employment, public assistance, healthcare, immunization clinics, crisis counseling and transportation; provides follow-up monitoring and referrals as requested; investigates referrals of child and adult abuse and neglect as requested; performs foster care recruitment and placement services; may assist families in completing treatment plans and service agreements; provides support functions for social service personnel as requested, including facility scheduling, facility maintenance and referrals;

Provides activity reports to state and local agencies as required; maintains required records; disseminates general information about programs; may assist clients with application materials for programs; provides liaison and staff representation to community service boards and commissions as directed; may develop and review community social service options as requested; develops and monitors social services budget; performs other duties as assigned.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a 4 year degree in social work or a related field and two years of social service work in either a non-profit or public setting.

JOB PERFORMANCE STANDARDS:

Examples of job performance standards include, but are not limited to, the following:

- Knowledge of town, county, state and federal programs, policies and procedures;
- Knowledge of the principles and practices of social work, social services and public administration, including budgeting, planning, program development, evaluation, assessment and administration;
- Knowledge of child protection laws;
- Knowledge of employment practices and laws;
- Ability to operate computers, software, telephones and other office equipment;
- Ability to apply and maintain current knowledge of social work practices and regulations;
- Skill in managing day-to-day operations of a municipal social service program;
- Skill in understanding and interpreting laws, regulations, policies, procedures, and guidelines;
- Skill in supervising and training employees;
- Skill in planning, organizing, developing and implementing social service programs, activities and events;
- Skill in negotiating and communicating, in person and in writing;
- Skill in establishing and maintaining effective relationships with agencies, local businesses, schools, community service organizations, town employees and citizens.

TOWN OF WEST YELLOWSTONE

POSITION: Director of Job and Social Services

DEPARTMENT: Job and Social Services

ACCOUNTABLE TO: Operations Manager

STATUS: Regular full-time

PRIMARY OBJECTIVE OF POSITION:

Under the supervision of the Operations Manager, the Job and Social Services Director performs a variety of duties related to supporting delivery of job services and social services for the citizens of and visitors to the Town of West Yellowstone.

JOB CHARACTERISTICS:

Nature of Work: This position directs and supervises the operations of the job and social service office. It also requires physical labor including the ability to lift up to 75 pounds in the operation of the Food Bank and Clothing Bank. The position also requires a considerable amount of highway driving.

Personal Contacts: Frequent contact with citizens, local businesses, churches, and especially with other agencies in Bozeman, Missoula, and Helena. Occasional home and school visits. Coordination of activities with the operations manager and other department heads.

Supervision Received: Operations Manager.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of essential functions is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties are generally performed in office setting where hazards and discomforts are controllable and modifiable but also involve considerable travel as well as home and school visits; must often move or lift boxes weighing up to 75 pounds up to five feet above the floor. Position requires knowledge and use of typical office equipment including telephone, internet, fax, scanner and personal computers as well as the application of standard business practices.

TYPICAL DUTIES AND RESPONSIBILITIES:

Provides direction and supervision to the social services staff; prepares the annual budget for the department's general fund and Community Help Fund; maintains a current knowledge of legislative actions and economic developments that may affect programs; initiates and maintains relationships which will result in a reliable flow of free food stuffs into the Food Bank; liaises with Department of State re: J-1 visa rule violations; liaises with INS re: immigration status; administers the Crime Victim's Compensation Fund; responds to information requests; keeps current data on available housing; handles referrals to other agencies and programs; performs initial assessments of client needs; assists police officers with mental health clients; provides information about available resources; arranges for appropriate counseling when needed; assesses the need for and issues Community Help Fund vouchers; maintains accurate accounts and reports periodically to the Operations Manager on the status of the office budget; accepts and posts local job orders; refers job applicants to employers; assists in preparation of job applications and resume's as requested; assists with unemployment insurance reports; collects and forwards data for the preparation of income tax returns; recruits and supervises volunteers; supervises court ordered community service; compiles

statistics on office activities; assists clients in access to in-office services, including but not limited to distribution of food commodities, clothing and household items, forms and applications; maintains files; performs other duties as assigned.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of appropriate college classes and three to five years of experience working with computers and other office equipment and working with clients in a customer service, social service, mental health service, or related field. Experience working with budgets, billing, ordering, and numbers in general is essential.

JOB PERFORMANCE STANDARDS

Examples of job performance standards include, but are not limited to:

- Knowledge of town, county, state, and federal social service programs;
- Knowledge of all aspects of Montana Job Service programs;
- Knowledge of filing, typing, and other office procedures;
- Knowledge of billing and budgeting processes and procedures;
- Knowledge of confidentiality policies, procedures, and rules;
- Skill in the use of calculators, computers, scanners, faxes, telephones, and other office equipment;
- Skill in establishing and maintaining effective relationships with clients, citizens, and other staff members;
- Skill in listening patiently to clients for periods often in excess of several hours;
- Ability to understand and operate computers and computer software including word processors, spreadsheets, and search engines;
- Ability to understand and follow written and verbal directions;
- Ability to record and enter data according to prescribed standards;
- Ability to find a way to communicate with non-English speaking clients.

TOWN OF WEST YELLOWSTONE

POSITION: Director of Job and Social Services

DEPARTMENT: Job and Social Services

ACCOUNTABLE TO: Operations Manager

STATUS: Regular full-time

PRIMARY OBJECTIVE OF POSITION:

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