

**BIG HORN COUNTY
BOARD OF COUNTY
COMMISSIONERS**

121 3rd St W
Room 301
Hardin, MT 59034



**BIG HORN COUNTY BOARD OF COUNTY
COMMISSIONERS MINUTES
February 5, 2026
9:30 AM**

Members
George Real Bird III, Presiding Officer
Larry Vandersloot, Member
Lawrence Big Hair, Member

1. Call to Order

Commissioner Real Bird, Presiding Officer calls meeting to order.

2. Roll Call

Presiding Officer District 1 Real Bird III, Commissioner District 3 Vandersloot, Commissioner District 2 Big Hair were all in attendance: Victoria Olson, Detention Administrator, Ash McCrane, safe bed technician, AJ Espinoza, Road Superintendent, Mike Opie, Accountant, County Attorney Torske, Deputy County Attorney, Heather Ready, were also in attendance.

3. Claim Approvals

Commissioner Vandersloot entertained a motion to approve claims 1199 and 1203. The motion was seconded by Commissioner Big Hair and passed unanimously.

4. Approve Minutes and Supporting Documents

Commissioner Big Hair entertained a motion to approve minutes of January 22, 2026. The motion was seconded by Commissioner Vandersloot and passed unanimously.

5. Personnel/Legal

6. Old Business

7. New Business

Amend Property Sale Resolution Public Hearing

Commissioner Real Bird opens the public hearing. Mike Opie accountant asks if this is for deeds. Heather Ready explains that this is the change to sell the property for less than it's valued for to get it back on the tax rolls. Commissioner Real Bird closes the public hearing.

HR Outsourcing Services

Commissioner Vandersloot entertained a motion to approve the contract with Vensure HR. The motion was seconded by Commissioner Big Hair and passed unanimously.

Dispatch Policy

Commissioner Vandersloot entertained a motion to approve the dispatch policy manual. The motion was seconded by Commissioner Big Hair and passed unanimously.

Bullying Policy

Heather Ready explains this policy was a recommendation from an outside HR firm after an outside investigation was handled by them. Commissioner Vandersloot entertained a motion to approve resolution 2026-15 of the bullying policy. The motion was seconded by Commissioner Big Hair and passed unanimously.

8. Public Comments

9. Discussion

AJ Espinoza, Road Superintendent, has an issue with the belly dump that is over 20 years old, and his department has had three near-miss incidents. He got quotes and was able to get one of the companies down to \$70,000.00.

Commissioner Vandersloot has a meeting set up for February 17th with the Hardin City Council about the dispatch agreement and has moved it to March 3rd, 2026, so all commissioners can attend.

Commissioner Real Bird gives an update on upcoming meetings for the week of February 17th, It is also the midwinter MACo conference. Peri will prepare the off-site resolution for the meetings with the Commissioners of Carbon and Stillwater Counties at 10 AM and Stahly at 1 PM on the 18th. MACo has agreed to let them use a room at the conference for the 10 AM meeting.

10. Adjourn

There being no other business, the board adjourned.

Approved: 
George Real Bird III, Presiding Officer

Attest: 
Peri Schenderline, Deputy Clerk & Recorder



Customized HR Solutions – Option 2

Prepared for: Big Horn County Montana

Date: January 7, 2026

Running a business is more complicated than ever. Chances are your day-to-day involves being pulled in multiple directions without being able to entirely focus or complete any one task. Many of these directions likely involve some human resource (HR) management. Whether it's performance evaluations, staff training, employee retention strategies, or implementing federal and state compliance updates, it's easy to feel overwhelmed.

Working with VensureHR allows you to return to the heart of your business with a partner that provides full-service customizable HR solutions tailored to your business needs. VensureHR is here to support and guide your business in every area of HR. From onboarding new hires to creating handbooks and compliance assistance, we provide experienced support dedicated to your success.

Your dedicated HR Business Partner will conduct an HR Audit/Assessment to explore your HR policies, procedures, and practices towards the identification of any gaps and recommended solutions.

HR Assessment/Audit (on site project kick-off - five business days)

***Includes investigation of current HR Generalist processes/work-flows**

HR Business Partner plan of work:

- Step 1: Kick off meeting with client to discuss all aspects of the employment life cycle – begin discovery for the assessment. (e.g. Employee Handbook; file documents; employee List/spreadsheet, etc)
- Step 2: Conduct review of materials collected
- Step 3: Schedule meetings to walk through individual responsibilities to obtain a full understanding of each aspect of the employment life cycle (to include meetings with MACo to gain a thorough understanding of benefit administration and responsibilities of HR (to include leave administration)
- Step 4: Provide HR assessment results and recommendations

Requested documents to conduct HR Assessment (as available/applicable):

1. Copy of current Employee Handbook
2. Employee list/spreadsheet to include
 - i. Job title;
 - ii. hourly rate of pay for non-exempt
 - iii. annualized salary for exempt

- iv. FLSA status (exempt/non-exempt)
 - v. FT/PT status
 - vi. date of hire
 - vii. date of birth, only if under 18
 - viii. Employee work-in state
 - ix. Employee live-in state
 - x. System info to compile: *WC state; state tax form*
- 3. Review of I-9 process
 - i. Sample audit of I-9's from current employees.
- 4. Review of employee file recordkeeping process (to include new hires and emergency hires)
 - i. Special attention on new hires and emergency hires to ensure required documentation is included in file
- 5. Job descriptions
- 6. New hire process
 - i. Copy of sample offer letter
 - ii. Copy of New hire packet
 - iii. Copy of background and drug testing consent forms
- 7. Employment Application
 - i. Copy of employment application
- 8. Payroll and FLSA Review
 - i. Payroll review to capture work-flows between HR and Payroll team
 - ii. Timekeeping/time-clock policies and procedures
 - iii. Any policies related to commissions; bonuses; on-call pay
- 9. Performance Evaluation process
 - i. Sample performance evaluation form
- 10. Performance discipline/work improvement process
 - i. Sample forms
 - ii. LOA paperwork (intermittent leave, continuous leave, workers' comp)
- 11. LOA/FMLA paperwork (continuous leave, intermittent leave, workers' comp)
- 12. *Any additional documents

Vensure HR Compliance HR Platform

- **Compliance guidance:** Access to compliance dates, checklists, and proactive alerts when laws and regulations change
- **Customizable templates:** Forms, templates, and toolkits to create new employee packets, job descriptions, letters, and policies
- **Compensation rates:** Compensation tool with state-by-state minimum wage guide
- **Learning management system (LMS):** Robust learning platform so employees can complete assigned training programs

Customized HR Solutions Client Service Fee Agreement

THIS FEE SCHEDULE, dated concurrently with the Client Service Agreement effective at the time this Fee Schedule is signed by client, (hereinafter "Effective Date"), is by and between the undersigned human resources outsourcing provider ("HRO Provider"), whose address is 1475 S Price Rd, Chandler, AZ 85224 and Big Horn County Montana ("Client"), whose address is set forth in the CSA (defined below).

Recitals

- A. HRO Provider and CLIENT have entered into a legally binding Client Service Agreement ("CSA") under which HRO provider has agreed to provide human resources outsourcing services to CLIENT.
- B. HRO Provider and CLIENT desire to memorialize the specific services that will be provided to Client and the corresponding fees that will be charged to Client pursuant to the CSA.

Agreement

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants set forth in this Fee Schedule, the Parties hereto agree as follows:

As a Schedule to the CSA, the Parties further agree that Client requests, and the HRO Provider shall offer, Human Resources services as described below and at the rates stated below, which shall be effective as of the Effective Date.

Strategic HR Deliverable	One time or monthly fee	Total
HR Audit/Assessment to include Investigation of current processes/work-flows	\$10,000.00 (one time fee)	\$10,000.00
On-site visit – 5 business days	\$5,000.00 (one time fee)	\$5,000.00
Vensure HR Compliance	\$170.00/month	\$2,040.00
Travel costs (round trip airfare)	TBD	TBD
Total		\$17,040 total (excluding travel costs)

Client Service Agreement - Fee Schedule (HRO)

IN WITNESS WHEREOF, the Parties acknowledge that each has carefully read this Agreement, that it has been full explained to them by counsel of their choice, that they fully understand its binding effect, that the only promises made to them in signing this Agreement are those stated above, and that they are voluntarily signing the Agreement. This Agreement is hereby entered into as of the date set forth below.

Company Name: _____

By: _____

Print Name: _____

Title: _____

Date: _____

Vensure HR _____

By:  _____

Print Name: GEORGE P. BINO 

Title: County Commissioner

Date: 02.05.2024

COUNTY OF BIG HORN, MONTANA

RESOLUTION 2026- 15

PREAMBLE:

A Resolution of the Board of Commissioners of Big Horn County adopting the Big Horn County Bullying Policy.

RECITALS:

In accordance with MCA 7-5-2101(1), the board of county commissioners has jurisdiction and power, under such limitations and restrictions as are prescribed by law, to represent the county and have the care of the county property and the management of the business and concerns of the county in all cases where no other provision is made by law.

Pursuant to MCA 7-5-2102, the board of county commissioners has jurisdiction and power, under such limitations and restricts as are prescribed by law, to make and enforce such rules for its government, the preservation of order, and the transaction of business as may be necessary.

The Board has adopted harassment policies.

The Board desires to adopt a policy defining and prohibiting bullying in the workplace.

THEREFORE:

The Board of Commissioners of Big Horn County hereby resolves to adopt the Big Horn County Bullying Policy.

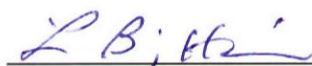
The Board further directs the Human Resources Department to disseminate the Big Horn County Bullying Policy to all County elected officials and employees, in accordance with County policy.

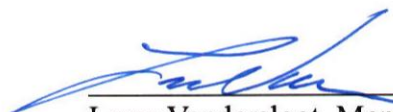
ENACTED:

This 5th day of February, 2026, in Hardin, Montana.

BOARD OF COMMISSIONERS
BIG HORN COUNTY, MONTANA


George Real Bird III, Presiding Officer


Lawrence Big Hair, Member


Larry Vandersloot, Member

ATTEST:


Peri Schenderline
Deputy Clerk and Recorder

BIG HORN COUNTY BULLYING POLICY

It is the policy of the County to promote a safe environment for its employees, free from violence, threats of violence, bullying, intimidation, or other disruptive behavior. Bullying is inappropriate, unwelcomed, abusive conduct that is threatening, humiliating, intimidating or work interference/sabotage which prevents work from getting done. The County considers the following types of behavior to be examples of bullying:

- a. Verbal bullying-Slandering, ridiculing or maligning a person or their family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- b. Physical bullying-Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- c. Gesture bullying-nonverbal gestures that can convey threatening messages.
- d. Exclusion-Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace;

- a. Persistent singling out of one person.
- b. Shouting or raising one's voice at an individual in public or in private.
- c. Using obscene or intimidating gestures.
- d. Not allowing the person to speak or express themselves (i.e., ignoring or interrupting).
- e. Personal insults and use of offensive nicknames.
- f. Public humiliation in any form.
- g. Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- h. Public reprimands.
- i. Repeatedly accusing someone of errors that cannot be documented.
- j. Deliberately interfering with mail and other communications.
- k. Spreading rumors and gossip regarding individuals.
- l. Encouraging others to disregard a supervisor's instructions.
- m. Manipulating the ability of someone to do their work (e.g. overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- n. Assigning menial tasks not in keeping with the normal responsibilities of the job.
- o. Taking credit for another person's ideas.
- p. Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- q. Deliberately excluding an individual or isolating them from work-related activities, such as meetings.
- r. Unwanted physical contact, physical abuse or threats of abuse to an individual or individual's property.

Individuals who commit such acts may be removed from the workplace and may be subject to progressive disciplinary action (e.g. verbal warning, written reprimand, suspension, termination), criminal prosecution, or both.