

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

APR 28 2025

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Kate Allen

Effective Date: 4/18/25

Current Title: Events Mgr

Gr. I Salary \$ 66500.00

Title Change: _____

Gr. _____ Salary \$ _____

Check as Applicable:

Regular Full Time: _____
Regular Part Time: _____

New Hire: _____
Rehire: _____

Temp Full Time: _____
Temp Part Time: _____

Termination: ✓
Promotion: vol.

Seasonal Hire: _____

Promotion: _____

Replaces position _____
Name _____

Transfer: _____

New Budgeted Position _____

Demotion: _____

Other: _____

Reclassification: _____

Funding: 5800-5500-420442-111 Percent 100 New Account _____
Percent _____ Split Account _____

[Signature] 4/21/25
Elected Official/Department Head Date

Section 2

Human Resources:

Finance:

Note: _____
Director Virginia 4-25-25 Date

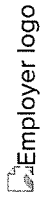
Note: _____
Director [Signature] 4-28-25 Date

H.R. Comments: _____

Commissioner's Action
Approve _____
Disapprove _____

Date entered in payroll _____
Clerk & Recorder - original _____
Human Resources - canary _____
Auditor - pink _____
Department - goldenrod _____

Chair MM _____
Member [Signature] _____
Member MDW _____



Yellowstone County Commissioners
RECEIVED

Hire/Personnel Action Form

APR 28 2025

Employee Information

Employee
Jordon Watley

Hire Information

Position Details	Hire Req#	Job Type
Event Maintenance	202500286	Full-Time Regular
Worker-MetraPark (D/E)		
(6030)	Job Class	Pay Rate
	Event Maintenance	\$22.25
Person ID	Worker-MetraPark (D/E)	HireDate
61278948	Job Class#	5/1/25
Department	6030	
MetraPark		
Division		
MetraPark Facilities		

Comments

Candidate interviewed well and meets requirements, This position is to replace Richard Seymour to be 100% funded out of 5810-554-460442-111

Approvals

HUMAN RESOURCES	Dwight Vigness	4/28/25 9:51 AM	<u>Commissioners Action</u>
			<u>Approve</u> <u>Disapprove</u>
FINANCE	JENNIFER JONES	4/28/25 9:58 AM	Chair <u>JK</u>
			Member <u>JW</u>
			Member <u>MSW</u>

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

APR 28 2025

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes.

Name: Kevan Bryan Effective Date: 5/15/25
Current Title: Dir. Mgmt. + Budget Gr. M Salary \$ 147610.28
Title Change: _____ Gr. _____ Salary \$ _____

Check as Applicable:

Regular Full Time: _____ New Hire: _____
Regular Part Time: _____

Temp Full Time: _____
Temp Part Time: _____ Termination: X

Seasonal Hire: _____ Promotion: _____

Replaces position _____ Transfer: _____
Name _____

New Budgeted Position _____ Demotion: _____

Other: _____ Reclassification: _____

Funding: 1000-111-410510 - 111 Percent 100 New Account _____
Percent _____ Split Account _____

Kevin Bryan 4-28-25
Elected Official/Department Head Date

Section 2

Human Resources: _____ Finance: _____

Note: _____ Note: _____
Director Date Director Date
Stupina 4-24-25 Bryan 4-28-25

H.R. Comments: _____ Commissioner's Action
Approve _____ Disapprove _____

_____ Chair MB _____
_____ Member MB _____
_____ Member MB _____

Date entered in payroll _____
Clerk & Recorder - original _____
Human Resources - canary _____
Auditor - pink _____
Department - goldenrod _____

APR 28 2025

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Lanna Rozette Effective Date: May 2, 2025
 Current Title: Lead Assistant Gr. C Salary \$ 22,87
 Title Change: _____ Gr. _____ Salary \$ _____

Check as Applicable:

Regular Full Time: X New Hire: _____
 Regular Part Time: _____ Rehire: _____
 Temp Full Time: _____ Termination: X
 Temp Part Time: _____ Promotion: _____
 Seasonal Hire: _____ Transfer: _____
 Replaces position _____ Demotion: _____
 Name _____
 New Budgeted Position _____

Other: _____ Reclassification: _____
 Funding: 2301-02-41100 - 111 Percent _____ New Account _____
 _____ - _____ Percent _____ Split Account _____
 _____ 4-22-25 _____
 _____ Date _____

 _____ Elected Official/Department Head _____

Section 2

Human Resources:

Finance:

Note: _____

 Director _____ Date _____

Note: _____

 Director _____ Date _____

H.R. Comments:

Commissioner's Action
 Approve _____ Disapprove _____

Date entered in payroll _____
 Clerk & Recorder - original _____
 Human Resources - canary _____
 Auditor - pink _____
 Department - goldenrod _____

Chair 114 _____
 Member JD _____
 Member MGW _____

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

APR 28 2025

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Tracee Field Effective Date: 4/21/2025
 Current Title: Motor Vehicle Clerk Gr. C Salary \$ 17.93
 Title Change: _____ Gr. _____ Salary \$ _____

Check as Applicable:

Regular Full Time: _____ New Hire: _____
 Regular Part Time: _____ Rehire: _____
 Temp Full Time: _____ Termination: X Probationary
 Temp Part Time: _____ Promotion: _____
 Seasonal Hire: _____
 Replaces position _____ Transfer: _____
 Name _____ Demotion: _____
 New Budgeted Position _____

Other: _____ Reclassification: _____

Funding: 1000 - 113 - 410540 - 111 Percent _____ New Account _____
 Percent _____ Split Account _____

Hank Peters 4/21/2025
 Elected Official/Department Head Date

Section 2

Human Resources:

Finance:

Note: _____
Shelby 4-25-25 _____
 Director Date

Note: _____
Shelby Jones 4-28-25 _____
 Director Date

H.R. Comments:

Commissioner's Action
 Approve _____ Disapprove _____

Date entered in payroll _____
 Clerk & Recorder - original _____
 Human Resources - canary _____
 Auditor - pink _____
 Department - goldenrod _____

Chair 114 _____
 Member 114 _____
 Member 114 _____

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Logan Arnold Effective Date: 04/24/2025
Current Title: Detention Officer Gr. Salary \$ 24.07
Title Change: Gr. Salary \$

Check as Applicable:

Regular Full Time: xx New Hire:
Regular Part Time: Rehire:
Temp Full Time: Termination: xx
Temp Part Time: Probationary Promotion:
Seasonal Hire: Transfer:
Replaces position Demotion:
Name Reclassification:
New Budgeted Position

Other:
Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account
 - - - Percent Split Account
 04/24/2025
Elected Official/Department Head Date

Section 2

Human Resources: Finance:
Note: Note:
 Director Date
Director Date
H.R. Comments: Commissioner's Action
 Approve Disapprove

Chair
Member
Member

Date entered in payroll
Clerk & Recorder - original
Human Resources - canary
Auditor - pink
Department - goldenrod

MAR 28 2025

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Stephenie Davis Effective Date: 4/23-25
Current Title: Senior Deputy County Clerk Salary \$ 92,500
Title Change: _____ Gr. _____ Salary \$ _____

Check as Applicable:

Regular Full Time: _____ New Hire: _____
Regular Part Time: _____ Rehire: _____
Temp Full Time: _____ Termination: ☒
Temp Part Time: _____ Promotion: _____
Seasonal Hire: _____ Transfer: _____
Replaces position _____ Demotion: _____
Name _____
New Budgeted Position _____

Other: _____

Reclassification: _____

Funding: 2301-122-411100 - 111 Percent 100 New Account _____
Percent _____ Split Account _____

4-23-25

Elected Official/Department Head _____ Date _____

Section 2

Human Resources: _____

Finance: _____

Note: _____

Note: _____

Director Stephanie Davis 4-25-25 Date _____

Director Stephanie Davis 4-28-25 Date _____

H.R. Comments: _____

Commissioner's Action
Approve _____ Disapprove _____

Date entered in payroll _____

Clerk & Recorder - original

Human Resources - canary

Auditor - pink

Department - goldenrod

Chair HA

Member JD

Member MSW

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

APR 29 2025

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Batie Patterson Effective Date: 4/16/25
 Current Title: JCU Gr. 7 Salary \$ 24.57
 Title Change: _____ Gr. _____ Salary \$ -70
23.87

Check as Applicable:

Regular Full Time: ☒
 Regular Part Time: _____
 Temp Full Time: _____
 Temp Part Time: _____
 Seasonal Hire: _____
 Replaces position _____
 Name _____
 New Budgeted Position _____
 Other: no longer over night
 New Hire: _____
 Rehire: _____
 Termination: _____
 Promotion: _____
 Transfer: _____
 Demotion: _____
 Reclassification: _____

Funding: _____ Percent _____ New Account _____
 _____ Percent _____ Split Account _____
4-24-25
 Elected Official/Department Head _____ Date _____

Section 2

Human Resources:

Finance:

Note: _____
Signature 4-28-25 Date _____
 Director _____

Note: _____
Signature 4-28-25 Date _____
 Director _____

H.R. Comments: _____

Commissioner's Action
 Approve _____ Disapprove _____

Chair MM _____
 Member MSW _____
 Member JD _____

Date entered in payroll _____
 Clerk & Recorder - original _____
 Human Resources - canary _____
 Auditor - pink _____
 Department - goldenrod _____

APR 30 2025

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: LACEY FORTIN Effective Date: 5-16-25
Current Title: Deputy Co Atty Gr. IF Salary \$ 85,900
Title Change: Senior Deputy Gr. K Salary \$ 88,900

Check as Applicable:

Regular Full Time: New Hire:

Regular Part Time:

Rehire:

Temp Full Time:

Temp Part Time:

Termination:

Seasonal Hire:

Promotion: X

Replaces position

Name

Transfer:

New Budgeted Position

Demotion:

Other:

Reclassification:

Funding: 3301122-411100-111 Percent 100 New Account
Percent Split Account

4/28/25

Elected Official/Department Head

Date

Section 2

Human Resources:

Finance:

Note:

Note:

Rehires 4-30-25
Director Date

Juliana 4-30-25
Director Date

H.R. Comments:

Commissioner's Action
Approve Disapprove

Date entered in payroll

Clerk & Recorder - original

Human Resources - canary

Auditor - pink

Department - goldenrod

Chair MM

Member MM

Member MM



Scott Twito
Yellowstone County Attorney
217 N 27 Street
PO Box 35025
Billings, MT 59107
Phone: 406-256-2870
Fax: 406-256-6931

April 28, 2025

To Board of County Commissioners,

RE: Reclassification/Promotion request of Lacey Fortin, from Deputy County Attorney to Senior Deputy County Attorney.

On April 13, 2025, Lacey Fortin requested reclassification per the terms of the attorneys' collective bargaining agreement. She has worked for YCAO for 2.5 years after spending a year working for a large law firm in Billings. Currently, she is handling a felony caseload in the District Court. Included in the caseload are several significant cases including several homicides. Ms. Fortin has completed several felony jury trials demonstrating solid trial skills worthy of a senior deputy. Ms. Fortin has shown considerable dedication to this office, volunteering, at times, for a specialized caseload of crimes against children.

Her legal decision-making is sound and she is capable of all senior deputy obligations. Her work performance observed over the year proves that she deserves early promotion. Because of her ability to handle any tasks assigned to her, I respectfully request that Lacey Fortin be reclassified effective May 16, 2025.

Thank you,

Scott Twito
Yellowstone County Attorney

Cc: Dwight Vigness, Director HR
Arielle Dean, Deputy Chief

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

APR 30 2025

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Bethany Richter Effective Date: 05/09/2025
Current Title: Detective Gr. Salary \$ 37.49
Title Change: Gr. Salary \$

Check as Applicable:

Regular Full Time: xx New Hire:
Regular Part Time: Rehire:

Temp Full Time:
Temp Part Time: Termination: xx
Voluntary

Seasonal Hire: Promotion:

Replaces position Transfer:

Name
New Budgeted Position Demotion:

Other: Reclassification:

Funding: 2300 - 131 - 420140 - 111 Percent 100 New Account
Percent Split Account

[Signature] 04/28/2025
Elected Official/Department Head Date

Section 2

Human Resources: Finance:

Note: Note:
[Signature] 4-30-25 [Signature] 4-30-25
Director Date Director Date

H.R. Comments: Commissioner's Action
Approve Disapprove

 Chair
 Member
 Member

Date entered in payroll
Clerk & Recorder - original
Human Resources - canary
Auditor - pink
Department - goldenrod

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

APR 30 2025

Section 1

Section 1 is to be completed by the initiating department for recommended personnel changes

Name: Troy Jamieson Effective Date: 05/01/2025
Current Title: Sergeant Gr. Salary \$ 32.19
Title Change: Detention Officer Gr. Salary \$ 28.11

Check as Applicable:

Regular Full Time: XX New Hire:
Regular Part Time: Rehire:
Temp Full Time: Termination:
Temp Part Time: Promotion:
Seasonal Hire: Transfer:
Replaces position XX Demotion: XX
Name Sterling Reclassification:
New Budgeted Position

Other:
Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account
Percent Split Account
Cal. D. Smith 04/29/2025
Elected Official/Department Head Date

Section 2

Human Resources: Finance:
Note: Note:
Delegoria 4-30-25 04/29/2025
Director Date
H.R. Comments: Commissioner's Action
Approve Disapprove

Chair MM
Member MTN
Member

Date entered in payroll
Clerk & Recorder - original
Human Resources - canary
Auditor - pink
Department - goldenrod

YELLOWSTONE COUNTY
PERSONNEL ACTION REPORT

APR 30 2025

Section 1

Section I is to be completed by the initiating department for recommended personnel changes

Name: Elizabeth Shepherd Effective Date: 05/09/2025
Current Title: Booking Clerk Gr. Salary \$ 21.33
Title Change: Gr. Salary \$

Check as Applicable:

Regular Full Time: XX New Hire:
Regular Part Time: Rehire:
Temp Full Time: Termination: XX
Temp Part Time: Voluntary
Seasonal Hire: Promotion:
Replaces position Transfer:
Name Demotion:
New Budgeted Position Reclassification:
Other:

Funding: 2300 - 136 - 420200 - 111 Percent 100 New Account
Percent Split Account
AT. D. [Signature] 04/28/2025
Elected/Official/Department Head Date

Section 2

Human Resources: Finance:

Note: Note:
Sluggins 4-30-25 4-30-25
Director Date Director Date

H.R. Comments: Commissioner's Action
Approve Disapprove

Chair
Member
Member

Date entered in payroll
Clerk & Recorder - original
Human Resources - canary
Auditor - pink
Department - goldenrod