



Cassia County Board of Commissioners

MEETING MINUTES

Monday, July 30, 2018

*Cassia County Courthouse ▪ Commission Chambers
1459 Overland Ave ▪ Room 206 ▪ Burley ID 83318*

9:00 AM

The Cassia County Board of Commissioners met today at the place and time as posted by agenda pursuant to Idaho Code § 74-204 for Open Meetings Law.

AGENDA ITEMS

- 1) Call to order
- 2) Pledge of Allegiance and prayer
- 3) Roll call

9:02 AM **Roll Call.**

Present: Kerry McMurray - Assistant to Commissioners (Not voting), Tim Darrington - Member, Bob Kunau, Chair, Paul Christensen - Member, Doug Abenroth - County Attorney (Not voting), Joe Larsen - Clerk (Not voting).

- 4) 9:04 AM Amendment of agenda

9:05 AM **Motion and Action:** Amend the agenda for this meeting pursuant to Idaho Code § 74-206 (4) (c) to include appointment of Laura Greener as Treasurer, (good faith reason the agenda item was not included in the posted agenda): the matter came in after posting of agenda, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

- 5) 9:03 AM Calendar, meetings, and correspondence
 - a. Capital Defense Funds Committee meeting at 10:00 AM Tuesday, 7/31/2018
 - b. Retirement reception for Treasurer Patty Justesen from 3:00 to 5:30 PM Tuesday, 7/31/2018
 - c. Christensen will be out of town from Friday, 8/4/2018 through the following the week of 8/6/2018.
 - d. Darrington will be out of town the week of 8/6/2018.
 - e. Regularly-scheduled Board meeting for 8/6/2018 has been cancelled.
 - f. ICRMP is relaxing requirements for grants for assistance to allow competition at the jail.
 - g. Amanda Bartlett from Office of Performance Evaluation contracted the Board to participation an evaluation survey regarding unfunded mandates.
 - h. Appointment of a Public Defender upon the retirement of Dennis Byington will be under the direction of County Attorney Abenroth who was appointed by Administrative District Judge Eric Wildman. Abenroth will list the starting salary up to a maximum of \$85,000. Christensen concurred that amount as approved by the Joint Boards and was asked to budget for in the FY2019 budget for that job offering.
 - i. Thank you letter from South Central Community Action Partnership for the County's financial support for FY2018.

- 6) 9:10 AM Appointment of Treasurer
 - a. The Republican Central Committee provided three potential candidates for the open public office of County Treasurer.
 - b. Kunau asked for a motion for the appointment.

9:13 AM **Motion and Action:** Approve appointment of Laura Greener to be the County Treasurer upon the retirement of Patty Justesen effective 8/1/2018 at midnight, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

- 7) 9:14 AM Personnel Matters:
 - a. Change of Status Requests
 - i. MCCJC – Hiring of Christina Ulmer as a full time Detention Deputy
 - ii. MCCJC – Promotion of Richard Sammons to fill vacant Corporal supervisory position
 - b. Time card – Road and Bridge Supervisor Sam Adams time card was in order
 - c. Letter requesting extension of accrual time for Theresa Forthun which was approved by her department head, Clerk Larsen.

9:16 AM **Motion and Action:** Approve extension of accrual time for Theresa Forthun as requested, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

9:18 AM **Motion and Action:** Approve Change of Status Requests and time card as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

- 8) 10:28 AM Executive Session (for the purpose of discussing personnel matters)

10:29 AM **Motion and Action:** Enter Executive Session pursuant Idaho Code § 74-206 (1) (b) to consider personnel matters, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Tim Darrington - Member, Bob Kunau - Chair, Paul Christensen - Member.

- 9) 10:29 AM Executive Session (for the purpose of discussing indigent matters)

10:29 AM **Motion and Action:** Enter Executive Session pursuant Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure for the purpose of evaluating indigent recommendations, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).
Yes: Tim Darrington - Member, Bob Kunau - Chair, Paul Christensen - Member.

11:05 AM personnel matters taken under advisement

11:05 AM **Motion and Action:** Approve recommendations of the Social Services Director regarding indigent matters, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

10) 9:25 AM Review for approval Alcoholic Beverage License Applications

- a. A recording was in place to facilitate a verbatim transcription of the proceedings.
 - i. Guadalajara Mexican Restaurant - Liquor (Burley); bottled and canned beer ON premises and OFF premises; wine by the bottle and wine by the glass.
 - ii. Cassia County Fair Board and Rodeo - Draft, bottled and canned beer ON premises; wine by the glass.
 - iii. Kassiani (Burley Brothers Brewing Company LLC) - Draft, canned and bottled beer ON premises and OFF premises, wine by the bottle and wine by the glass.
 - iv. Estrellitas Market - Bottled and canned beer OFF premises.
 - v. Clark's For Shopping - bottled and canned beer OFF premises.
 - vi. Riverside Resort - Liquor (Parks & Rec), draft, bottled and canned beer ON premises and OFF premises, wine by the bottle and wine by the glass.
 - vii. Snake River Queen - Liquor (Parks & Rec), draft, bottled and canned beer ON premises and OFF premises, wine by the bottle and wine by the glass.

9:32 AM **Motion and Action:** Approve Alcoholic Beverage Licenses as presented, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

- b. All Alcoholic Beverage License applications have appropriately been reviewed by law enforcement.

11) 9:39 AM Execute Resolution No. 2018-019 amending the county personnel policy manual regarding exempt employee accrual reporting

- a. Abenroth went over changes proposed in the Personnel Policy regarding reporting of use of accruals.
- b. Changes were recommended by Abenroth for the Board's approval.

9:49 AM **Motion and Action:** Resolution No. 2018-019 for amending Personnel Policy regarding reporting of accruals, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

- c. Abenroth recommended further discussion with both time cards and accruals after placement on the agenda.

12) 9:56 AM Approve IT Administrator job description

- a. Abenroth said the IT Administrator does not qualify as an exempt employee.
- b. 9-1-1 Coordinator Kent Searle was asked what their procedures are for assisting after hours with IT work with that system. He stated they call PMT, All Wireless, and they have Stephenson's come in to work with any failure.
- c. Christensen said they should direct 9-1-1 issues to our in-house IT Administrator David Burgess. Darrington reiterated the importance of integration of all IT services through Burgess.

- d. Searle said they also work with Todd Quast when there are mapping and triangulation issues with 9-1-1 but that requirement is much less now with new software covering most issues.

10:03 AM **Motion and Action:** Approve the IT Administrator job description as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

13) 11:07 AM Sign letters of support for East and West Cassia Soil & Water Conservation Districts

- a. Letters of support were requested to facilitate receipt of State funds.
- b. A signature is needed on the letter of support for both letters.

11:08 AM **Motion and Action:** Approve signing letters of support for both the East and West Cassia Soil and Water Conservation Districts as presented, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

14) 11:09 AM Review the FY2019 Delta Dental Contract Agreement proposal and consider coverage enhancements

- a. Larsen explained the changes recommended by Delta Dental to enhance some coverage for employees and the estimated cost to the Benefits Trust for those changes.
- b. The administrative cost from Delta Dental was proposed to increase by 1%. Kelly Bowen will negotiate with Delta Dental to eliminate that increase.

11:13 AM **Motion and Action:** Approve the Delta Dental as proposed, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

15) 11:13 AM Review request of the Mini-Cassia Commerce Authority contract for continued services

11:15 AM **Motion and Action:** Approve funding Mini-Cassia Commerce Authority at historical norms for the FY2019 year, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

16) 11:16 AM Review and approve the FY2019 Idaho Public Defense Commission grant

- a. Larsen indicated that the IPDC grant award needs a signature of acceptance from the Board of the grant award for FY2019.

11:17 AM **Motion and Action:** Approve signing acceptance of the FY2019 IPDC grant as presented, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

17) 11:19 AM Approve minutes

11:19 AM **Motion and Action:** Approve minutes from 7/23/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

18) 11:19 AM Approve payables

11:20 AM **Motion and Action:** Approve payables dated 7/30/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

UNFINISHED BUSINESS AGENDA ITEMS

19) 9:55 AM Exempt employee accrual reporting follow-up

- a. Abenroth presented for the Board's approval the accrual reporting form to be used.
- b. He recommended a motion to accept that report and to remove the matter from unfinished business from the agenda.

9:54 AM **Motion and Action:** Approve the employee accrual report form as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

20) 11:21 AM County cell phone inventory, purchase, billing, and reimbursement policy follow-up

- a. Kunau expressed concern with variation in costs with Verizon for County cell phones.
- b. He said we have made progress as cell phones we shouldn't furnish have been eliminated.
- c. When people retire, Kunau said we need to make sure phones are eliminated.
- d. Abenroth will prepare a resolution for reimbursement of personally used phones to include a \$50 reimbursement for those authorized for County cell phone use.

21) 11:23 AM Procurement Policy follow-up

- a. Abenroth continues to work with this policy.
- b. The matter will remain as unfinished business on the agenda.

22) 11:34 AM Approve IT Advisory Committee Bylaw amendments

- a. Amendments need to be reviewed to include the verbiage as recommended by the Board.
- b. Some was clarification and some was to add a section to include the Board being over the IT Administrator.
- c. McMurray is preparing a resolution regarding this matter.

SCHEDULED AGENDA ITEMS

23) 9:20 AM Approve contract with Securus Technologies for inmate telecommunications and video visiting for the Mini-Cassia Criminal Justice Center

- a. The contract was reviewed by Abenroth and McMurray. Concerns with that contract were addressed with Securus and the issues were resolved.
- b. The MCCJC desired the Board to approve the contract.

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9:21 AM **Motion and Action:** Approve the contract with Securus for inmate communications and video visiting at the MCCJC as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member. Motion passed unanimously.

- a. Abenroth stated it is not expected there will be any outlay of funds from the County and is paid by the inmates who use the program.
- b. The contract effective date is 10/1/2018.

24) 9:24 AM Approve and execute 60-day notice of termination of the Telmate inmate telecommunications agreement for the Mini-Cassia Criminal Justice Center

- a. Abenroth explained the obligation contractually to terminate the current agreement with Telmate at the MCCJC.
- b. A motion was needed to approve that termination to comply with the agreement.

9:24 AM **Motion and Action:** Approve and execute the 60-day notice for termination with the Telmate inmate telecommunications agreement, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member. Motion passed unanimously.

25) 10:04 AM CAI software implementation update

- a. Deputy Auditor Heather Evans reported on work this past week with CAI. They installed software on all computers used by auditors.
- b. They will be working with payroll conversion next.
- c. There will be blackout days with data entry into the AS400 to facilitate balancing which has to be done before going live on 10/1/2018.
- d. Payables need to be in by the end of the fiscal year to facilitate the data dump from one software system to another.
- e. A blackout period for the use of County credit cards was requested from 9/23/2018 to 9/30/2018 to facilitate the conversion.
- f. Odyssey will also have a blackout period from 10/5/2018 to 10/9/2018 to facilitate the last wave of their implementation.
- g. The last day of entry of data into the AS/400 financial accounting will be 10/5/2018.
- h. The Auditor's Office will work with training for all departments who will use the CAI financial software.
- i. The Treasurer's Office will be working with CAI as their module is prepared.
- j. Discussion of the addition of another School Resource Office included that the additional amount required will be paid entirely by the Cassia School District. They will use retired officers to fill that requirement.
- k. A special meeting will be needed for the Board to approve the FY2019 Budget for publication purposes and to consider alcoholic beverage licenses where two Board members will be out of town after that date. That was scheduled for 1:30 PM Thursday, 8/2/2018.

10:28 AM **Motion and Action:** Schedule a Special Meeting for 1:30 PM Thursday, 8/2/2018 for a budget meeting, to consider alcoholic beverage license applications, possible indigency matters, and any other needed matters, **Moved by** Paul Christensen - Member, **Seconded By** Tim Darrington - Member. Motion passed unanimously.

26) 11:37 AM Adjourn

11:37 AM **Motion and Action:** Adjourn, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

APPROVED:

/s/ _____

Bob Kunau, Chair

CLERK OF THE BOARD:

/s/ _____

Joseph W. Larsen

COUNTY EXPENDITURES ATTACHMENT

COUNTY EXPENDITURES

7/30/2018

	DEPARTMENT	FUND/DEPT	AMOUNT
104 Current Expense Fund	COUNTY COMMISSIONERS	104.401	\$0.00
	AUDITOR & RECORDER	104.402	\$0.00
	TREASURER	104.404	\$131.00
	ASSESSOR	104.405	\$0.00
	PUBLIC DEFENDER	104.408	\$452.04
	AGRICULTURAL EXTENSION	104.410	\$0.00
	COUNTY BUILDING	104.411	\$591.08
	JUDICIAL CENTER	104.412	\$364.60
	BOARD OF HEALTH	104.413	\$0.00
	PLANNING & ZONING	104.414	\$95.91
	GENERAL	104.415	\$605.98
	CIVIL DEFENSE	104.416	\$327.67
	COUNTY ELECTIONS	104.417	\$0.00
	LAW ENFORCEMENT BUILDING	104.418	\$9.79
	COUNTY ADMINISTRATION	104.419	\$404.09
	VETERANS SERVICE OFFICER	104.421	\$1,060.90
CURRENT EXPENSE FUND TOTAL			\$4,043.06
Dedicated Funds	SOCIAL SERVICES	105.502	\$21,919.75
	CONFLICT INDIGENT DEFENDER	105.504	\$5,355.00
	CASSIA COUNTY COURTS	106.602	\$0.00
	COUNTY ROAD & BRIDGE	107.707	\$0.00
	WEED & PEST	108.708	\$0.00
	SOLID WASTE	109.709	\$0.00
	AMBULANCE SERVICE	110.710	\$0.00
	FAIR EXHIBITS	111.711	\$0.00
	HISTORICAL SOCIETY	112.712	\$0.00
	COMMUNITY COLLEGE	113.713	\$0.00
	REVALUATION	114.714	\$0.00
	9-1-1 COMMUNICATIONS	115.715	\$0.00
	CONSOLIDATED ELECTIONS	116.716	\$0.00
	COUNTY WATERWAYS	117.717	\$264.80
	COUNTY SNOWMOBILE	118.718	\$0.00
	ASSESSOR TRUST	123.323	\$0.00
	K-9 TRUST	128.328	\$0.00
	EMERGENCY MEDICAL SERVICE	133.733	\$0.00
	NARCOTICS SEIZED ASSETS	134.334	\$0.00
	CASSIA DRUG TASK FORCE	136.736	\$0.00
	D.A.R.E. TRUST	137.737	\$0.00
	PHYSICAL FACILITIES	144.744	\$1,746.77
	ADULT MISDEMEANOR PROBATION TRUST	149.349	\$30.00
	ADULT MISDEMEANOR PROBATION	149.749	\$2,218.51
	VIOLENT PREDATOR ACCOUNT	150.750	\$0.00
	BOX ELDER COUNTY BOOKMOBILE	151.751	\$0.00
	WIDOW BENEFIT TRUST	198.798	\$0.00
DEDICATED FUNDS TOTAL			\$31,534.83
130 Justice Fund	JUSTICE FUND	130.330	\$0.00
	CLERK OF THE DISTRICT COURT	130.803	\$0.00
	MINI-CASSIA JUVENILE PROBATION	130.805	\$0.00
	PROSECUTING ATTORNEY	130.807	\$2,822.06
	CORONER	130.809	\$192.00
	SHERIFF - PATROL	130.821	\$545.88
	SHERIFF - INVESTIGATIONS	130.822	\$110.40
	SHERIFF - DISPATCH	130.823	\$0.00
	SHERIFF - ADMINISTRATION	130.824	\$512.62
	MINI-CASSIA CRIMINAL JUSTICE CENTER	130.827	\$9,999.79
	MINI-CASSIA JUVENILE DETENTION CENTER	130.828	\$0.00
	SHERIFF - PATROL (City of Burley)	130.851	\$1,300.65
	SHERIFF - INVESTIGATIONS (City of Burley)	130.853	\$0.00
	SHERIFF - ADMINISTRATION (City of Burley)	130.854	\$0.00
	JUSTICE FUND TOTAL		
TOTAL EXPENDITURES			\$51,061.29

ATTENDANCE LOG ATTACHMENT

Cassia County Commissioner Meeting

Attendance Log

Date: 7-30-2018

	NAME (Please Print)	TOWN	REPRESENTING
1.	Kent Sparks	Burley	Self
2.	Laura Greener	Burley	Treasurer
3.	George W. Darrell	Oakley	CCSO
4.	Heather Whithead-Francis	Burley	Auditors
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