



Cassia County Board of Commissioners

MEETING MINUTES

Monday, October 22, 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.

ACTION AGENDA ITEMS

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

9:01 AM **Roll Call.**

Present: Tim Darrington - Member, Paul Christensen - Member, Bob Kunau - Chair, Kerry McMurray - Administrator (Not voting), Doug Abenroth - County Attorney (Not voting), Sharene Ahlin (Not voting).

- 4) 9:03 AM Calendar, meetings, and correspondence
 - a. Joint Public Defender meeting at 7:30 AM Tuesday, 10/23/2018 in the Commission Chambers
 - b. Joint Justice meeting at 8:00 AM Tuesday, 10/23/2018 in the Commission Chambers
- 5) 9:10 AM Approval of Clerk's Office recommendations regarding junior college Certificate of Residency Forms

9:10 AM **Motion and Action:** Approve Clerk's Office recommendations to approve three junior college Certificate of Residency Forms as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

- 6) 11:01 AM Personnel Matters:
 - a. 11:01 AM Change of Status Request – Ag Extension - Debra Barnes - PT Secretary (Re-Hire)
 - b. 12:34 PM Change of Status – Mini-Cassia Criminal Justice Center – Laine Mainsfield – Detention Deputy

11:01 AM **Motion and Action:** Approve Change of Status Request as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

12:34 PM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

- c. Time cards

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- i. All timecards are now approved by department heads or the assigned commissioner through our new financial software.
 - ii. Timecards for this past pay period were already reviewed and approved.
- 7) 11:08 AM Executive Session (for the purpose of discussing indigent and personnel insurance matters)

11:08 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** 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.

11:51 AM **Motion and Action:** Approve recommendations of the Social Services Director regarding indigent matters, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau – Chair

Abstain: Paul Christensen - Member.

Motion passed

12:18 PM **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 discussing personnel insurance matters, **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.

12:34 PM **Motion and Action:** Approve authorizing Mr. McMurray to negotiate a settlement on an insurance claim, ELAP regarding approval of a medical expenditure of an insured member of the County Health Plan, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

- 8) 11:02 AM Execute Amendment to the Food Service Management Agreement at the MCCJC

11:03 AM **Motion and Action:** Approve and sign Amendment to the Food Service Management Agreement at the MCCJC as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

- 9) 11:03 AM Review and approval of signing of Extension agreement between University of Idaho & Cassia County

11:05 AM **Motion and Action:** Approve and sign Extension agreement between University of Idaho & Cassia County as presented, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

- 10) 10:57 AM Review and discuss 2019 reimbursement for capital improvements from the Cassia County Fair Board

11) 12:14 PM Review and Execute Ordinance 2018-10-1 and its Summary regarding Zoning Ordinance Amendments

12:15 PM **Motion and Action:** Execute Ordinance 2018-10-1 and its Summary regarding Zoning Ordinance Amendments as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member. Motion passed unanimously.

12) 12:16 PM Approve minutes

12:16 PM **Motion and Action:** Approve minutes from 10/15/2018, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member. Motion passed unanimously.

13) 12:16 PM Approve payables

12:16 PM **Motion and Action:** Approve payables presented on 10/22/2018, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member. Motion passed unanimously.

14) 12:17 PM ICRMP training for Commissioners – tabled

SCHEDULED ACTION AGENDA ITEMS

15) 9:07 AM Execute plat for Serenity Subdivision

9:07 AM **Motion and Action:** Approve and sign plat for Serenity Subdivision as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member. Motion passed unanimously.

16) 9:12 AM Further discussion and accounting concerns regarding Uniform and Clothing Allowance Policy

17) 9:31 AM Discuss FY2019 budget process, amendment protocol, and other budget concerns

- a. Larsen recommended the board rescind a motion amending the budget from 10/9/2018 to reflect statutory requirement of following the budget procedure so far as is practicable prior to adjusting the budget per Idaho Code § 31-1605.
- b. Larsen further cited Idaho Code § 31-16 as reference to statutory requirement for budget adjustments and indicated that the budget can be amended later in the fiscal year as has been done in the past after using allocated revenues to meet the departmental needs.
- c. Abenroth stated the board has the ultimate authority and can amend the budget at any time they desire.
- d. The board deliberated on the matter and determined to rescind the motion for budget amendment. Christensen agreed so long as the decision they made for increases for attorneys in the Prosecutor's office was maintained.

9:44 AM **Motion and Action:** Rescind budget amendment action from 10/9/2018 board meeting, **Action:** Approve, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

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Motion passed unanimously.

18) 9:46 AM Department Head Meeting

- e. Reports were provided by Laura Greener – Treasurer, Dwight Davis – Assessor, George Warrell – Mini-Cassia Criminal Justice Center, Amber Prewitt – Adult Misdemeanor Probation, Michael Ottley – Weed and Pest Control, Craig Rinehart – Coroner, Joel Packham – Extension Agent, , Kerry Mc Murray – Zoning and Building, Doug Abenroth – Prosecuting Attorney, David Burgess – IT Department Administrator, and Joe Larsen – Clerk
- f. Jay Heward – Sheriff, Sam Adams – Road and Bridge, and Craig Munoz – Building and Maintenance were not present. (a report of Road and Bridge was provided by Tim Darrington)
- g. Matters of note there were discussed included the following:
 - i. 9:46 AM Greener reported on interest on reserves
 - ii. 9:49 AM Darrington reported on Road and Bridge matters in the absence of Road and Bridge Supervisor Sam Adams
 - iii. 9:51 AM Ottley discussed the need for additional office space and possible relocation of the Misdemeanor Probation Office.
 - iv. 9:55 AM Davis discussed the perception of fairness to all employees of the County with recent budget amendment and wage and salary adjustments.
 - a. Commissioner Christensen discussed the staffing difficulties that are faced in the Public Defender’s office and the Prosecutors’ offices.
 - b. Explanations were provided as to the difficulties in staffing attorneys statewide and in particular with the Public Defender’s Office recently. Likewise, other county officials noted difficulties maintaining their staff at current rates of pay as well.
 - v. 10:12 AM Prewitt commented on requests she had made during the FY2019 budget process.
 - vi. 10:14 AM Deputy Auditor Carrie Merrell expressed concerns with fairness and appropriateness in making adjustments with the FY2019 budget just nine days into the fiscal year.
 - vii. 10:16 AM Packham discussed the afterschool programs, as well as the need for additional office space. A suggestion was made to move Juvenile Probation to another location to allow more space for the extension office.
 - viii. 10:25 AM Rinehart reported on upcoming certification that will be required for all coroners in Idaho and cost for implementation of various new requirements.
 - ix. 10:36 AM Larsen reviewed new Auditor’s Office procedures and policy for payable approval and human resource issues as part of our new financial software.

19) 11:52 AM BLM and USFS Report

- a. Loren Poppert – USFS District Ranger
- b. Ken Crane – BLM Burley Office Field Manager

20) 12:34 PM Adjourn

12:34 PM **Motion and Action:** Adjourn, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

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APPROVED:

/s/ _____

Bob Kunau, Chair

DEPUTY CLERK OF THE BOARD:

/s/ _____

Sharene Ahlin

Cassia County Commissioner Meeting

Attendance Log

Date: 10-22-18

NAME (Please Print)	TOWN	REPRESENTING
1. Dwight Davis	Burley	ASSESSOR
2. Heather Whitehead Evans	PARRY	AUDITORS
3. JOE LARSEN	BURLEY	ELECTED CLERK
4. Cassen Maxwell	Burley	Auditors
5. Michael Otley	Elba	CCWC
6. Laura Greener	Burley	Treasurer
7. Amber Prewitt	Burley	Probation
8. Susan Keck	Almo	Elections / Soc. Sec.
9. David Burgess	Burley	IT
10. Joel Peckham	DeLo	Ag. Extension
11. Craig Rinchart	Burley	Coverer
12. Lucas Poppat	Burley	USFS
13. Ken Crane	Burley	BLM
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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

100% OF FISCAL YEAR ELAPSED

* UNAPPROVED DEMANDS APPEAR IN ACTUALS AND ALSO AS AN INVOICE .


Fund	Budget	Actual	Amount Paid	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	4,012,337.00	317,958.66	11,289.94	3,683,088.40	92%
0002 ROAD & BRIDGE	395,870.00	10,170.14	190.00	385,509.86	97%
0006 DISTRICT COURT	332,870.00	20,059.68	633.68	312,176.64	94%
0008 JUSTICE	8,807,175.00	442,513.09	28,742.56	8,335,919.35	95%
0012 MISDEMEANOR PROBATION	716,625.00	50,341.64	2,748.06	663,535.30	93%
0016 SOCIAL SERVICES	578,395.00	11,645.42	8,795.50	557,954.08	96%
0020 REVALUATION	332,835.00	12,142.38	52.03	320,640.59	96%
0027 WEED & PEST	388,250.00	8,591.81	737.21	378,920.98	98%
			Total Amount Paid	53,188.98	

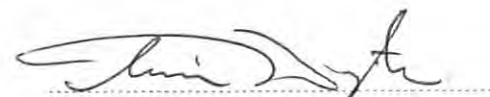
STATE OF IDAHO
CASSIA COUNTY

WE, THE CASSIA COUNTY COMMISSIONERS, BEING DULY SWORN DO HEREBY CERTIFY AND DECLARE THAT WE HAVE REVIEWED THE DEMANDS ENUMERATED AND REFERRED TO IN THE FOREGOING REGISTER, AND THAT THE SAME ARE TO THE BEST OF OUR KNOWLEDGE ACCURATE AND ARE JUST CLAIMS AGAINST THE COUNTY, AND THAT THERE ARE FUNDS AVAILABLE FOR PAYMENT THEREOF IN THE COUNTY TREASURY.

APPROVED FOR DISTRIBUTION AS OF October 22, 2018


COMMISSIONER


COMMISSIONER


COMMISSIONER

* WARNING: This fund is over budget