



Cassia County Board of Commissioners

MEETING MINUTES

Monday, October 29, 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

9:02 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 Powers Agreement Meeting Tuesday, 10/30/2018
 - b. Solid Waste Meeting Wednesday, 10/31/2018
 - c. Idaho Power 6-year planning session in Twin Falls, Thursday, 11/1/2018
 - d. RC&D meeting in Twin Falls, Friday, 11/2/2018
 - e. Copier panel meeting with NuQuo, Tuesday, 10/30/2018
 - f. 12:01 PM Clerk Larsen provided an update of the General Election to be held on 11/6/2018
- 5) 9:06 AM Approval of Clerk's Office recommendations regarding junior college Certificate of Residency Forms

9:06 AM **Motion and Action:** Approve Clerk's Office recommendations to approve 3 junior college Certificate of Residency Forms as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member. Motion passed unanimously.

- 6) 9:22 AM Discuss options for equalizing compensation for county employees
 - a. Deputy Clerk Susan Keck suggested each employee be analyzed using step and grade as well as merit to determine increases. She felt strongly that education, experience, and job duties should be considered when evaluating increases. Following the increases to attorneys in the Prosecutor's office, she felt it would only be fair and equitable to include compensation increases throughout the entire county. For years it has been suggested to go to a step and grade system that is fair to all. The unemployment rate in Cassia County has dropped to 2.2%. Several County employees are being actively recruited by other employers. Cassia County has always had a difficult time in recruitment, especially in law enforcement. Several employees have 4-year degrees and are not being compensated accordingly. She would encourage a step and grade system be implanted.

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, October 29, 2018**

- b. Misdemeanor Probation Director Amber Prewitt expressed that pay should be more standardized across the county. Different departments are all making different wages. She suggested that there should be a standard base pay across all departments. There are some departments that have a salary after ten years that matches the starting salary for a similar position in another department.
- c. Treasurer Laura Greener expressed that it would be helpful to have a set or standardized wage and pay scale. Education and experience are important factors. Evaluations should be happening across the county. She does recognize that certifications can be a factor.
- d. Deputy Clerk Heather Evans stated that she agreed that a step and grade type system would be worth implementing, suggesting that the County require that all positions have a specific job description, and then to look at the salaries for those positions. Cuts may be able to be made from "B" budgets to help fund increases to "A" budgets.
- e. Undersheriff George Warrell stated that a pay grade scale would be beneficial to their department. He shared that he knew of a small department that paid very well and as a result had little turnover. He said this is necessary to compete with Twin Falls County wages and to assist with attracting and retaining employees.
- f. Prosecutor Abenroth stated that there is a provision in the Law Enforcement Contract with the City of Burley that the County is to progress towards step and grade.
- g. Sheriff Heward said departments should be able to fund employee compensation increases with unused budgeted funds. He said he would like to see a detailed report for funds turned back by each department. He has been studying the Idaho Association of Counties salary survey to compare salaries across the state. The insurance benefits offered by Cassia County are better than many counties. The hourly salary may be lower, but after insurance benefits the employees may actually be bringing more money home than in other counties.

7) 9:41 AM Executive Session (for the purpose of discussing personnel matters)

9:41 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.

10:10 AM Public Defender Tim Schneider joined the Executive Session.

10:38 AM Upon exit of Executive Session, Commissioner Christensen made a statement that the Board is looking at an additional pay increase for county employees. They will have Chair Kunau work with the Auditor to review revenues and see what can be done. Commissioner Kunau estimates that it will be a week to two weeks before they will have the exact plan of what they will do.

8) 10:40 AM Personnel Matters:

- a. Change of Status Requests presented: MCCJC - Cory Bame - Detention Deputy - Certified - (Grade Change), Treasurer - Barbara Crocker - PT Temporary Employee - (Additional Position), Treasurer - Amber Green - Deputy Treasurer - (Cost of Living Increase/Evaluation), Treasurer - Sheri Bedke - Senior Deputy Treasurer - (Cost of Living/ Length of Service Increase), Treasurer - Renae Moncur - PT Deputy Treasurer - (Voluntary Resignation), Assessor - Victoria Chesley -

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, October 29, 2018

- DMV Clerk - (Evaluation), Assessor - Nanette Evans-Hooker - DMV Clerk - (Evaluation), Assessor - Chalena Leone - DMV Clerk - (Evaluation), Assessor - Colleen James - DMV Supervisor - (Evaluation), Assessor - Mirella Mancias - Property Clerk/ Interpreter - (Evaluation/ Language/Interpreter), Assessor - Julie Runyon - Property Clerk/ Office Manager - (Evaluation), Assessor - Martin Adams - Certified Appraiser/ Chief Deputy - (Evaluation), Assessor - Barney Greener - Certified Appraiser - (Evaluation), Assessor - Karen Shaw - Certified IAAO GIS Specialist - (Evaluation), Clerk - Sharene Ahlin - Deputy Auditor, Deputy Elections GIS Clerk, Deputy Clerk of the Board - (COL/ Evaluation), Clerk - Noemi Alanis - Deputy Court Clerk/ Court Certified Interpreter - (COL/ Certification/ Evaluation), Clerk - Lynette Bell - Deputy Court Clerk - (COL/ Evaluation), Clerk - Janel Bench - Deputy Clerk, Asst Elections Director/ Asst Social Services Director - (COL/ Certification/ Evaluation), Clerk - Robin Carpenter - Deputy Magistrate Court Clerk/ Lead Court Clerk - (COL/ Evaluation), Clerk - Heather Evans - Deputy Auditor - (COL/ Evaluation), Clerk - Theresa Forthun - Senior Deputy Clerk - (COL/ Chief Deputy/ Evaluation), Clerk - Blanca Guerra - Deputy Court Clerk/ Interpreter - (COL/ Evaluation), Clerk - Tara Gunderson - Deputy District Court Clerk - (COL/ Evaluation), Clerk - Susan Keck - Deputy Clerk/ Elections Director/ Social Services Director - (COL/ Evaluation), Clerk - Carrie Merrell - Deputy Auditor - (COL/ Evaluation), Clerk - Caylee Pfeifer - Deputy Court Clerk/Specialty Courts - (COL/ Evaluation), Clerk - Trina Richman - Deputy Court Clerk - (COL/ Evaluation), Clerk - Connie Uriguen - Deputy Juvenile Court Clerk - (COL/ Evaluation), Clerk - Cally Velasquez - Deputy Recorder - (COL/ Evaluation), Road & Bridge - Dillon Deon Teeter - Temp Roads Worker - (Additional Position), MPO - Amber Prewitt - Director - (Cost of Living/ Length of Service), MPO - Steve Hopkins - U/A Technician - (Cost of Living), MPO - Kelli Willett - Lab Technician - (Length of Service), MPO - Debbie Rogers - Lead Secretary - (Length of Service)
- b. Change of Status Request approved:
 - i. Treasurer - Barbara Crocker - temporary employee - new hire
 - ii. Treasurer – Renee Moncur – voluntary resignation
 - iii. Road and Bridge – Dillon Dion Teeter – temporary employee – new hire
 - iv. MCCJC - Cory J Bain – Level 1 Detention
 - c. Other Change of Status requests delayed pending employee compensation re-evaluation for all county employees.

10:42 AM **Motion and Action:** Approve Change of Status Requests as detailed, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

9) 10:45 AM Treasurer to present the Specials for the 2018 Tax Year to the Commissioners for approval

10:49 AM **Motion and Action:** Add Treasurer's specials to 2018 tax roll as presented **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.
Motion passed unanimously.

10) 10:53 AM Discuss adding Solid Waste fees for some newer commercial users where insufficient data exists to calculate fee.

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, October 29, 2018

11:09 AM **Motion and Action:** Allow Treasurer's office to set the solid waste fees for the 24 parcels in question, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

11) 11:13 AM Executive Session (to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet litigated but imminently likely to be litigated) pursuant to Idaho Code Section 74-206 (1) (f)

11:13 AM **Motion and Action:** Enter Executive Session pursuant Idaho Code § 74-206 (1) (f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet litigated but imminently likely to be litigated, **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.

11:38 AM Upon exit of Executive Session, the board took the matter under advisement.

12) 11:40 AM Executive Session (for the purpose of discussing personnel matters)

11:40 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

11:52 AM Upon exit of Executive Session, the board took the matter under advisement.

13) 11:53 AM Discuss designation of forfeited jury fees

- a. Clerk Larsen said forfeited jury fees have historically been donated to the Joint Juvenile Probation department.
- b. He suggested that those forfeited fees be directed to the Justice Fund as Minidoka County does not participate in donating of forfeited fees to the Joint Juvenile Probation department stating that it will benefit Cassia Country's own Justice Fund.

11:56 AM **Motion and Action:** Designate forfeited jury fees to the Justice fund, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

14) 12:03 PM Approve minutes

12:03 PM **Motion and Action:** Approve minutes from 10/22/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

15) 12:04 PM Approve payables

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, October 29, 2018

12:04 PM **Motion and Action:** Approve payables presented on 10/29/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.
Motion passed unanimously.

16) 12:05 PM ICRMP training for Commissioners

SCHEDULED ACTION AGENDA ITEMS

17) 9:08 AM Public Testing of Election Equipment for use in the 11/6/2018 General Election

18) 9:41 AM Executive Session for the purpose of discussing employee matters pursuant Idaho Code § 74-206 (1) (a) or (b) – Public Defender

9:41 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.

10:39 AM Commissioner Christensen stated that the Board has authorized the Public Defender’s office to engage a local attorney to help with juvenile indigent public defense cases on a part time basis. Determination as to whether or not there will be a contract for those services will come later.

19) 10:43 AM Office of Emergency Management 2016 Grant Adjustment

10:44 AM **Motion and Action:** Approve signing of Office of Emergency Management 2016 Grant Adjustment as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

20) 12:17 PM Adjourn

12:17 PM **Motion and Action:** Adjourn, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

APPROVED:

/s/ _____

Bob Kunau, Chair

DEPUTY CLERK OF THE BOARD:

/s/ _____

Sharene Ahlin

Cassia County Commissioner Meeting

Attendance Log

Date: 10-29-18

	NAME (Please Print)	TOWN	REPRESENTING
1.	Laura Greener	Burley	Treasurer
2.	Jay Howard	County	Sheriff
3.	Amber Prewitt	Burley	Probation
4.	Susan Keek	Almo	Elections.
5.	Janet Berch	Burley	Elections
6.	McLoud Larsen	Burley	Self
7.	JOSEPH W. LARSEN	BURLEY	CLERK
8.	Heather Whitehead Evans	BURLEY	Auditors
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			

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	340,068.06	15,484.36	3,656,784.58	91%
0002 ROAD & BRIDGE	395,870.00	10,360.14	2,192.23	383,317.63	97%
0006 DISTRICT COURT	332,870.00	20,693.36	1,477.07	310,699.57	93%
0008 JUSTICE	8,591,275.00	471,255.65	19,556.66	8,100,462.69	94%
0012 MISDEMEANOR PROBATION	716,625.00	53,089.70	2,213.82	661,321.48	92%
0016 SOCIAL SERVICES	578,395.00	20,440.92	3,031.22	554,922.86	96%
0020 REVALUATION	332,835.00	12,194.41	160.37	320,480.22	96%
Total Amount Paid			44,115.73		

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 29, 2018


COMMISSIONER


COMMISSIONER


COMMISSIONER

* WARNING: This fund is over budget