



# Cassia County Board of Commissioners MEETING MINUTES

Monday, November 19, 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 - Assistant to Board (Not voting), Doug Abenroth - County Attorney (Not voting), Sharene Ahlin - Deputy Clerk (Not voting).

- 4) 9:02 AM Calendar, meetings, and correspondence
  - a. Jail Inspection Monday 8:00 AM 11/26/2018
  - b. 12:00 PM Ben Bartlett Rainbow Ranch delinquent tax matter
- 5) 9:04 AM Approval of Clerk's Office recommendations regarding junior college Certificate of Residency Forms

9:04 AM **Motion and Action:** Approve Clerk's Office recommendations to approve two and deny one junior college Certificate of Residency Forms as presented, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

- 6) 9:04 AM Personnel Matter – Change of Status Request from the Sheriff's Office for the voluntary resignation of Driver's License Tech Lilia Tellez

9:05 AM **Motion and Action:** Approve Change of Status Request as presented, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

10:04 AM **Motion and Action:** Approve payout of allowed amount for Lilia Tellez's accrued vacation hours from the Discretionary Compensation Fund, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

- 7) 9:06 AM Catastrophic Health Care Cost Program, board nomination forms

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- a. IAC CAT Board requested nominations for a commissioner from District IV to be a CAT Board member.
- b. It was determined to nominate Minidoka County Commissioner Kent McClellan.

8) 9:25 AM Approve minutes

9:25 AM **Motion and Action:** Approve minutes from 11/13/2018, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

9) 9:25 AM Approve payables

9:25 AM **Motion and Action:** Approve payables presented on 11/19/18, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

10) 10:16 AM Executive Session (for the purpose of discussing personnel matters)

10:16 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.

10:25 AM Upon exit of Executive Session, Commissioner Christensen stated that the board took the matter under advisement.

- a. 10:25 AM Chairman Kunau made a statement that on 10/1/2018 all employees received a 3%/ \$0.50 per hour increase in rate of pay.
- b. The Board of County Commissioners determined to offer an additional 5% fixed pay increase for all Cassia County employees, and an additional 2% as a discretionary increase to be determined by department heads.
- c. To facilitate said increase effective 11/25/2018 in conjunction with the 3%/ \$0.50 per hour increase in rate of pay which was effective on 9/30/2018, the Board asked all department heads to examine their "B" budget expenditures for possible reductions. Any cost savings that could be identified will help fund this additional increase as well as any possible future increases in employee rate of pay.
- d. Kunau pointed out that further increases looking forward would be dependent on reduction of expenditures, increased identified revenues and the state of the economy.
- e. 10:28 AM Commissioner Christensen noted that the employees are an asset to the county and that attorney salaries were previously adjusted in order to fill critical open positions. These increases were to assist in bringing more in balance rate of pay for all County employees.

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- f. 10:29 AM Commissioner Darrington stated that the labor costs are like health care costs, in that they will always increase. Once wages go up, they won't come back down. He said that the county has not kept up with inflation, and that this increase in pay for all employees is very much needed.

11) 11:09 AM Discuss changing full time Assessor's Office work hours from 37.5 to 40 per week

11:10 AM **Motion and Action:** Approve changing the Assessor's Office employee work hours from 37.5 to 40 hours per week, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

12) 11:13 AM Executive Session (for the purpose of discussing personnel matters)

11:13 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.

11:28 AM **Motion and Action:** Approve an increase in the Public Defense Chief Deputy Salary from \$70,000 to \$75,000 annually, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

13) Training for Commissioners on how to view payables was postponed until 11/26/2018.

14) 11:29 AM Respond to South Central Community Action Partnership's Notification of Intent to apply for Federal Assistance

11:31 AM **Motion and Action:** Respond to South Central Community Action Partnership's request noting there is no adverse impact, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

15) 11:36 AM Executive Session (for the purpose of discussing indigent matters)

11:36 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.

12:00 PM **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.

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## SCHEDULED ACTION AGENDA ITEMS

### 16) 9:11 AM Bowen Insurance Group report

- a. Bowen pointed out that the Gem Plan declined to provide an insurance quote to Cassia County.
- b. Initially, they desired to acquire propriety information from ELAP and MBA, which they were unwilling to provide an update on the Cassia County Gem Plan Quote.
- c. The Board determined to withdraw the request of a bid from Gem Plan.
- d. He also reported on positive feedback from the employee open enrollment meetings.

### 17) 9:26 AM Department Head meeting

- a. Reports were received from the Laura Greener, Sam Adams, Michael Ottley, Dwight Davis, Craig Rinehart, Joel Packham, Amber Prewitt, Joseph Larsen, Jay Heward, George Warrell, Doug Abenroth, Kerry McMurray, Tim Schneider and David Burgess.
- b. Clerk Larsen stated that the cost of the Board's proposed increase in rate of pay of 7%, inclusive of the increases that were previously granted to the attorneys, is approximately a half million dollars. He indicated there are excess revenue reserves from FY2018 available to cover this year's increase. It was emphasized that it would be critical to look at reductions of "B" budget expenditures where possible to help sustain that increase going forward.
- c. Road and Bridge Supervisor Sam Adams expressed that his department could get more aggressive in seeking grants to help pay for road applications of magnesium chloride to help save funds.
- d. Sheriff Heward stated that his department will look for opportunities to save funds but pointed out he had aged equipment that needs to be replaced.
- e. Coroner Rinehart stated he could find savings in his "B" budget.
- f. Extension Agent Joel Packham stated that he could cut his "B" budget for this year, but not into perpetuity.
- g. Weed and Pest Supervisor Ottley said he should be able to fund rate of pay increases from his department's available revenues.
- h. Building and Zoning Administrator McMurray, stated that their budgets had already been reduced but would look at saving where they are able to and look towards increasing of revenues.
- i. Prosecutor Abenroth stated that his department will look at their budgets for items that are not absolutely necessary to find savings wherever necessary.
- j. Misdemeanor Probation Director Prewitt stated that her department will look for savings including looking for no-cost training opportunities. She will also look at changing vendors for GPS tracking units. They are also working on collecting unpaid fees and will regularly audit to keep on top of those fees.
- k. Clerk Larsen stated that his department has committed to reduce expenditures to cover increases in rate of pay for his department.

11:09 AM **Motion and Action:** Approve increase in rate of pay of all Cassia County employee's effective 11/25/2018 by 5%. An additional 2% allocation will be at the discretion of department heads, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

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- I. This change in compensation is in conjunction with and not in addition to attorneys who already received rate of pay increases after the beginning of FY2019.

18) 12:22 PM Adjourn

12:23 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: 11-19-18

	<b>NAME (Please Print)</b>	<b>TOWN</b>	<b>REPRESENTING</b>
1.	Kent Sparks	Burley	911
2.	LEONARD BECK	Burley	Selg
3.	George Warrell	Oakley	CCSO
4.	Jay Heward	County	Sheriff
5.	Kelly Bowen	Burley	B. I.G.
6.	Heather Whithead Evans	Parley	ADITMS
7.	JOE LARSEN	Burley	CLERK
8.	Michael Otley	Elba	CCWC
9.	Amber Prewitt	Burley	Probation
10.	Dwight Davis	"	ASSESSOR
11.	Joel Packham	Deer	U of I
12.	SAM Adams	ALMO	CCRB
13.	McLoud Larn	Burley	CCPA
14.	Laura Greener	Burley	Treasurer
15.	Craig Kewhart	Burley	Coroner
16.	David Burgess	Burley	IT
17.	Tim Schaecker	Burley	Public Defender
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	630,631.49	13,864.63	3,367,840.88	84%
0002 ROAD & BRIDGE	395,870.00	27,675.42	2,496.30	365,698.28	92%
0006 DISTRICT COURT	332,870.00	41,397.30	2,143.75	289,328.95	87%
0008 JUSTICE	9,948,331.00	1,131,108.55	11,387.60	8,805,834.85	89%
0012 MISDEMEANOR PROBATION	716,625.00	119,129.81	2,161.27	595,333.92	83%
0013 911 COMMUNICATIONS	1,072,000.00	8,485.26	1,048.59	1,062,466.15	99%
0016 SOCIAL SERVICES	578,395.00	35,431.84	24,167.38	518,795.78	90%
0018 CASSIA FAIR	291,780.00	7,644.77	26,271.29	257,863.94	88%
0020 REVALUATION	332,835.00	34,309.46	153.84	298,371.70	90%
0027 WEED & PEST	388,250.00	31,571.88	1,388.92	355,289.20	92%
0028 SNOWMOBILE	86,070.00	649.66	128.62	85,291.72	99%
<b>Total Amount Paid</b>			<b>85,212.19</b>		

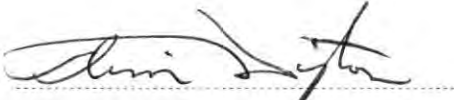
STATE OF IDAHO  
CASSIA COUNTY

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 November 19, 2018

  
COMMISSIONER

  
COMMISSIONER

  
COMMISSIONER

\* WARNING: This fund is over budget