



Cassia County Board of Commissioners

MEETING MINUTES

Monday, December 03, 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) 9:00 AM Call to order
- 2) Pledge of Allegiance and prayer
- 3) Roll call

9:01 AM **Roll Call**

Present: Tim Darrington - Member, Bob Kunau - Chair, Kerry McMurray - Assistant to Board (Not voting), Doug Abenroth - County Attorney (Not voting), Sharene Ahlin - Deputy Clerk (Not voting). **Excused:** Paul Christensen - Member

- 4) 9:01 AM Calendar, meetings, and correspondence
 - a) Ryan Hawker asked Road and Bridge Supervisor Sam Adams if he would back in the County's grader when clearing snow. There isn't a good place to turn around there. Darrington asked McMurray to locate a map depicting the County's responsibility in that area
 - b) Region IV Development meeting will be held on Thursday, 12/6/2018, Commissioner Christensen regularly attends that meeting. At this point there is no representative from the County available to attend this meeting.
 - c) Idaho Power program from 10:00 AM to 2:00 PM Thursday, 12/6/2018
 - d) Veterans Board meeting at 7:00 PM Thursday, 12/6/2018
 - e) Correspondence regarding Bayer's new phosphorus mine.
 - f) 9:18 AM Idaho State Insurance Fund update from McMurray
- 5) 9:09 AM Approval of Clerk's Office recommendations regarding junior college Certificate of Residency Forms

9:09 AM **Motion and Action:** Approve Clerk's Office recommendations for 11 junior college Certificate of Residency Forms as presented, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair. Motion passed.

- 6) Personnel Matters:
 - a) 9:09 AM Change of Status Requests
 - i. MCCJC - Daniel Rosas - PT Detention Deputy (Voluntary Resignation)
 - ii. Clerk's Office - Blanca Guerra - Deputy Court Clerk/ Court Interpreter - (Certification)
 - iii. MPO - Skywalker Reed - U/A Technician/ Secretary - (New Hire)

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b) Additional Cost of Living Increases (FY2019):

- i. Building & Zoning Dept
- ii. Commissioners Dept
- iii. County Building Dept
- iv. Ag Extension Dept
- v. Road & Bridge Dept
- vi. Coroner Dept
- vii. County Fair
- viii. Historical Society/Museum
- ix. Court Clerk
- x. Sheriff's Dept
- xi. Public Defender Dept

9:12 AM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed.

7) 9:28 AM Executive Session (for the purpose of discussing indigent matters)

9:28 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** Bob Kunau - Chair.

Vote: Motion carried by roll call vote (**summary:** Yes = 2).

Yes: Tim Darrington - Member, Bob Kunau - Chair

9:59 AM **Motion and Action:** Approve recommendations of the Social Services Director regarding indigent matters, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair
Motion passed.

9:59 AM One indigent matter was taken under advisement

8) 9:23 AM Clarification of Implementation of Rate of Pay Increases for County Employees with Comp Balances Exceeding 100 hours

- a) There are three employees with a large amount of comp hours on the books.
- b) Under the employee policy manual these employees are not eligible for the recently approved pay increases until their comp accruals drop below the 100-hour threshold.

9) 10:00 AM Continued Discussion of Clarification of Implementation of Rate of Pay Increases for County Employees with Comp Balances Exceeding 100 hours

- c) It was discussed that the Auditor's office could create a secondary position in the payroll program that would allow for the use of the comp hours under the older rate of pay, and still permit the pay increases to take place for their other worked hours.
- d) According to the employee policy manual, Seasonal employees must get their comp balances below 100 hours in order to receive any pay increases. Regular employees must get their comp balances below 40 hours in order to receive any pay increases.

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- e) The Commissioners determined that comp hours would be paid out at the employee's FY2018 rate of pay, when being used, until the balance of comp hours in each employee's account falls below 100 hours. Cost of living increases would be implemented as approved but would not apply to the comp hours until the comp accruals fall below the 100-hour threshold for each employee.
- 10) 10:11 AM Auditor's Office report of rate of pay increase effects on the FY2019 Budget related to contractual agreements.
 - a) The Auditor's office received a phone call from the Minidoka County Auditor's Office confirming rate of pay increases implemented involving joint powers agreements.
 - b) They referred to a recent joint board meeting where Commissioner Christensen said Cassia County would hold Minidoka County harmless with those increases.
 - c) That statement caused concern where these increases do affect budget allocations in the joint ventures involving both counties.
 - d) The costs of the increases to Misdemeanor Probation, the Public Defender's Office, and the Mini Cassia Criminal Justice Center, as well as the City of Burley were presented.
 - e) It was discussed that Minidoka County had approved the Public Defender's increase, as well as the \$1.00 per hour for the employees in Misdemeanor Probation.
- 11) 10:21 AM Execute letters to Minidoka Board of County Commissioners and Burley Mayor and City Council regarding FY2019 wage increases

10:22 AM **Motion and Action:** Execute letters to Minidoka Board of County Commissioners and Burley Mayor and City Council, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed.

- 12) 10:23 AM Review worker's compensation policy renewal
- 13) 10:29 AM Execute Statement of Agreement for Idaho Unified Certification Program, Attachment to IUPC Agreement

10:29 AM **Motion and Action:** Execute Statement of Agreement for Idaho Unified Certification Program, Attachment to IUPC Agreement, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed.

- 14) 10:30 AM Approve minutes

10:30 AM **Motion and Action:** Approve minutes from 11/26/2018, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed.

- 15) 10:30 AM Approve payables

10:31 AM **Motion and Action:** Approve payables presented on 12/03/2018, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed.

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UNFINISHED BUSINESS ACTION AGENDA ITEMS

- 16) 10:37 AM County cell phone inventory, purchase, billing and reimbursement policy follow-up
- 17) 10:32 AM Procurement Policy follow-up
- 18) 10:50 AM Solid Waste follow up regarding waiver of fees for the City of Rocks and for Environmental Services

10:51 AM **Motion and Action:** Reconfirm solid waste waivers, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed

- 19) 10:54 AM Discuss addressing and mapping software for elections

10:55 AM **Motion and Action:** Approve purchase of addressing and mapping software for use in the Auditor's office in the amount of \$800.00. **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed

- 20) 10:58 AM Discuss scheduling of December meetings
 - a) Regularly-scheduled meeting on Monday, 12/24/2018 and 12/31/2018. One may be cancelled.
 - b) Prosecutor Abenroth stated that none of the attorneys would be available 12/24/2018.
- 21) 11:00 AM NuQuo follow up

11:02 AM **Motion and Action:** Approve following NuQuo recommendations with Yost Office Supply, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair.
Motion passed

- 22) 11:02 AM Adjourn

11:02 AM **Motion and Action:** Adjourn, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau - Chair
Motion passed.

APPROVED:

/s/ _____

Bob Kunau, Chair

DEPUTY CLERK OF THE BOARD:

/s/ _____

Sharene Ahlin

Cassia County Commissioner Meeting

Attendance Log

Date: 12-3-18

	NAME (Please Print)	TOWN	REPRESENTING
1.	Jay Howard	County	Sheriff
2.	George Warrell	Oakley	CCSO
3.	Amber Prewitt	Burley	Probation
4.	Heather Whitehead Evans	Parley	Auditors
5.	MacLean Larsen	Burley	CCPA
6.	Laura Greener	Burley	Treasurer
7.	Susan Keck	Almo	Elections Dept.
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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

17% 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	724,765.19	35,608.87	3,251,962.94	81%
0002 ROAD & BRIDGE	395,870.00	35,524.58	3,877.02	356,468.40	90%
0004 AMBULANCE SERVICES	224,125.00	1,318.00	34,900.00	187,907.00	84%
0006 DISTRICT COURT	332,870.00	53,094.18	642.70	279,133.12	84%
0008 JUSTICE	13,282,651.00	1,370,609.30	13,522.52	11,898,519.18	90%
0012 MISDEMEANOR PROBATION	716,625.00	136,498.85	2,885.31	577,240.84	81%
0013 911 COMMUNICATIONS	1,072,000.00	16,253.85	1,943.77	1,053,802.38	98%
0015 ELECTION CONSOLIDATION	175,475.00	7,983.20	11,443.73	156,048.07	89%
0016 SOCIAL SERVICES	578,395.00	69,826.28	51,066.21	457,502.51	79%
0027 WEED & PEST	388,250.00	36,444.59	801.34	351,004.07	90%
0029 PHYSICAL FACILITIES	72,500.00	735.40	4,372.41	67,392.19	93%
Total Amount Paid			161,063.88		

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 12-3-18

(Paul Christensen - Not Present)
COMMISSIONER

Bob Kuman
COMMISSIONER

Tim Dyer
COMMISSIONER

*** WARNING: This fund is over budget**