



# Cassia County Board of Commissioners

*Commissioner Chambers*

*1459 Overland Ave.*

*Burley, ID 83318*

[www.cassiacounty.org](http://www.cassiacounty.org)

**Board Chairman:**

*Dennis Crane*

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**Board Members:**

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*Dennis Crane (District #3) ~ [dcrane@cassiacounty.org](mailto:dcrane@cassiacounty.org)*

## SPECIAL MEETING OF THE BOARD

Monday, May 4, 2012

The Board of Cassia County Commissioners met in a special session on Monday May 4, 2012, at 1:00 p.m. in the Commissioner Chambers of the Cassia County Courthouse.

THOSE PRESENT:	County Commissioners:	Dennis Crane, Chairman Paul Christensen Bob Kunau
	Clerk of the Board:	Joseph W. Larsen
	County Administrator:	Kerry D. McMurray
	LCA Architects:	Steve Simmons, president Scott Wendell, director of design
	Committee Members and public:	Bill Parsons, attorney Casey Anderson, Burley City Councilman Linda Wright, Trial Court Administrator Michael Crabtree, judge Rick Bollar, judge Randy Kidd, sheriff Maren Redd, law clerk Shannon Taylor, security/bailiff Blaine Cannon, deputy prosecutor Dennis Byington, public defender
	Media:	Jay Lenkersdorfer, The Weekly Mailer

- 1) 1:00 PM MEETING WITH CLERK – BOARD OF COUNTY COMMISSIONER CHAMBERS
  - a) LCA Architects met with members of the Justice Complex Committee and the Board to discuss layout of the clerks work area in the new proposed Justice Complex.
  - b) Provisions for security relating to who goes through the secure area for entry into the complex versus who can conduct business with the clerks without going through security was discussed.

**CASSIA COUNTY COMMISSION**

**REGULAR SESSION**

**Monday, May 4, 2012**

**1 | Page**

- i) Sheriff Randy Kidd discussed moving of the security station from the south side of the complex to the north side near where patrons pass through security.
  - ii) There was discussion regarding whether or not patrons who desire court assistance, those who utilize clerks to pay fines, and jury commission-related inquiry would pass through security or be able to conduct business behind a security window without passing through security. Larsen indicated it was the desires of deputy clerks to be behind security. Kidd indicated that he would have to hire two additional security personnel to accommodate that. It was determined that because of the proximity of security personnel and clerks being behind security glass that accommodating patron without going through security would be more cost effective, more convenient for patrons, and would not compromise security and safety significantly.
  - iii) Different considerations were presented for the layout of the clerks area including Larsen's desire that deputy clerks all be proximal to one another for convenience, cross-training, coverage for absent clerks, supervision, and preservation of a team concept.
  - iv) Location for restrooms, break rooms, clerk's area, storage, work center areas, and court records storage and placement were discussed.
  - v) Accommodations for court assistance and public document perusal in an accessible area near the court assistance clerk were discussed.
- 2) 2:00 PM MEETING WITH JUDICIAL COMMITTEE AND JUDGES – DISTRICT COURTROOM
- a) Logistical layout of courtrooms, secure areas for inmates, public defenders, prosecutors, jury rooms, judge's chambers, law clerk, court reporter, copy and fax center, and conference room consideration were all deliberated by those present.
    - i) Enlarging jury rooms were recommended by attorney and committee member Bill Parsons.
    - ii) Accommodations for public defenders were discussed by public defender Dennis Byington.
    - iii) District Judge quarters for the district judge chambers, law clerk, court reporter, and district court clerk were discussed. Judge Crabtree desired proximity of all of those functions. Larsen expressed the desire for proximity for all deputy clerks for integration of duties of those clerks for backup, cross-training, supervision, morale, and efficiency. Shifting of those locations were made to accommodate a compromise of the desires of both.
  - b) Simmons and Wendell drew overlays of different scenarios to process the needs as discussed. They will bring back to the Board proposed layout alternatives for their consideration.
  - c) Board Chairman Crane thanked everyone for their participation and input.
- 3) 3:10 PM **EXECUTIVE SESSION**  
**3:10 PM**  
**MOTION: COMMISSIONER CHRISTENSEN MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING PERSONNEL MATTERS UNDER IDAHO CODE SECTION 67-2345(1)(A). COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE BOARD DETERMINED TO TAKE THE MATTER UNDER ADVISEMENT AND RECONVENE IN EXECUTIVE SESSION AT NEXT BOARD MEETING TO DISCUSS MATTERS WITH PROSECUTOR BARRUS. THE BOARD RETURNED TO REGULAR SESSION AT 4:15 PM.**
- 4) 4:15 PM ADJOURNMENT

APPROVED:

/s/ \_\_\_\_\_

Dennis Crane, Chairman of the Board

ATTEST:

/s/ \_\_\_\_\_

Joseph W. Larsen, Clerk of the Board