



# Cassia County Board of Commissioners

*Cassia County Courthouse  
Commission Chambers  
1459 Overland Ave. – Room 206  
Burley, ID 83318  
[www.CassiaCounty.org](http://www.CassiaCounty.org)*

## **Board Members:**

*Chairman Dennis Crane (District #3) ~ [dcrane@cassiacounty.org](mailto:dcrane@cassiacounty.org)  
Paul Christensen (District #1) ~ [pchristensen@cassiacounty.org](mailto:pchristensen@cassiacounty.org)  
Bob Kunau (District #2) ~ [bob.kunau@cassiacounty.org](mailto:bob.kunau@cassiacounty.org)*

**Phone:** (208) 878-7302

**Fax:** (208) 878-9109

Monday, January 12, 2015

9:00 AM

The Board of Cassia County Commissioners met this day in regular session in the Commission Chambers of the Cassia County Courthouse.

## THOSE PRESENT:

### **County Commissioners:**

Dennis Crane, Chairman

### **Prosecuting Attorney:**

Doug Abenroth

Ruthe S. Hobbs, Citizen  
Craig Rinehart, Coroner  
Lois Rinehart  
Jay Heward, Sheriff  
George Warrell, Undersheriff  
Patty Justesen, Treasurer  
Larry Justesen, Citizen

Paul Christensen

### **Administrator:**

Kerry D. McMurray

### **Others:**

Barney L. Greener, Assessor's Office  
Sheri Bedke, Treasurer's Office  
Lisa Heisel, Treasurer's Office  
Jamie Larsen, Citizen  
Dwight Davis, Assessor  
Mike Smith, ToreUp  
Darwin Johnson, Jail Supervisor  
Susan Keck, Clerk's Office

Bob Kunau

### **Clerk of the Board:**

Joseph W. Larsen

Heather Evans, Clerk's Office  
Hilaree Whitehead, Clerk's Office  
Theresa Forthun, Clerk's Office  
Gary Allen, Millenkamp Attorney  
Bill Millenkamp, East Valley Cattle  
Anita Justesen, Citizen  
Karen Shaw, Assessor's Office

- 1) 9:00 AM CALL TO ORDER AND PLEDGE OF ALLEGIANCE
- 2) 9:00 AM SWEARING IN OF ELECTED OFFICIALS
  - a) Chairman Crane presented the County officials who were elected to office during the November 2014 General Election.
    - i) County Commissioner – District 1 (four year term) – Paul Christensen
    - ii) County Commissioner – District 2 (two year term) – Robert Kunau
    - iii) Clerk of the District Court (four year term) – Joseph W. Larsen
    - iv) County Treasurer (four year term) – Patty A. Justesen
    - v) County Assessor (four year term) – Dwight W. Davis
    - vi) County Coroner (four year term) – Craig Rinehart
  - b) Chairman Crane performed the swearing in of each elected official.
- 3) 9:10 AM ELECTION OF CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS

**9:18 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO NOMINATE DENNIS D. CRANE TO SERVE AS CHAIRMAN OF THE BOARD OF COUNTY COMMISSIONERS. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

**CASSIA COUNTY COMMISSION**

**REGULAR SESSION**

**Monday, January 12, 2015**

**1 | Page**

- 4) 9:15 AM DOCUMENT DESTRUCTION PRESENTATION BY TOREUP
- a) Mike Smith, Department Manager for ToreUp out of Twin Falls, a nationally accredited shredding company for destruction of security documents, requested consideration for placement of bins for continual record destruction rather than just having an annual scheduled date for that. Smith went over with Auditor Larsen what Cassia County had done in the past.
  - b) ToreUp locally serves DL Evans Banks, various CPA's and attorneys, government entities, as well as other businesses in the Magic Valley.
  - c) It was proposed to contract with ToreUp, who would then put five or six secured bin-type containers in various departments of the County. The contract would be to shred onsite as needed at approximately the same historical costs for annual destruction of documents. They take liability of documents once they are offsite.
  - d) Legal recordings that need to be shredded are a separate issue.
  - e) Cassettes are 100% magnetically erased and smashed at their site.
  - f) Smith provided the Board with material regarding the bins they provide.
  - g) Commissioner Christensen asked about security. Smith stated they are locked and secure and meet HIPAA laws. One or two people have a key to the container.
  - h) ToreUp uses a flexible pricing method as needs change. The charges are by month rather than by weight of shredded documents. Six bins is a good starting point and can be adjusted as needed. There may be a need for more bins as time goes on for convenience.
  - i) Chairman Crane asked about how this effects documents that need to be kept.
  - j) Larsen said that resolutions have been done at one time historically. Last week the Election's office secured a resolution for destruction to make room for more storage. He further stated that departments are attuned to statutory requirements to request a resolution when it is not required to hold documents beyond a given amount of time.
  - k) The Board determined to take the proposal under advisement.
- 5) 9:30 AM CANCELATION OF TAXES ON PARCEL NUMBERS RP000380000030A, RP000380000040A, AND RP000380000050A
- a) Justesen conferred with the State Tax Commission, it was decided to take the taxpayer's side and to cancel their overpayment of taxes already paid.
  - b) Justesen provided the Board her request for cancellation of 2014 taxes on the following parcels for overpayment due to an error made in tax code areas at the Assessor's office as follows:
    - i) \$169.66 on Parcel RP000380000040A
    - ii) \$280.86 on Parcel RP000380000050A
    - iii) \$171.24 on Parcel RP000380000030A
  - c) The Treasurer's office had to back off the payments and do one reversal as a payment made in November 2014 was turned over to the taxing district.
  - d) The second tax payment for 2014 will show a credit for the amounts overpaid.

9:36 AM

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO CANCEL THE 2014 TAXES ON THE THREE AFOREMENTIONED PARCELS AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

e) 9:37 AM CALENDAR

- i) Joint Juvenile Probation meeting at 7:30 a.m. Tuesday, January 13<sup>th</sup> at the Minidoka County Juvenile Probation Office in Rupert

- ii) Joint Justice meeting at 8:00 a.m. Tuesday, January 13<sup>th</sup> at the Minidoka County Juvenile Probation Office in Rupert
- iii) Idaho Association of Counties (IAC) District IV Elected Officials meeting at 6:30 a.m. Tuesday, February 3<sup>rd</sup> at the IAC Conference
- iv) IAC Midwinter Legislative Conference in Boise for elected officials on February 2<sup>nd</sup> through 4<sup>th</sup>
- v) South Central Community Action Board meeting on Thursday for Commissioner Kunau
- vi) Planning and Zoning meeting at 3:00 p.m. Thursday at the Commission Chambers. A swearing in ceremony will take place for returning members Nolan Peterson and Robert Brice as well as new member John Lind.
- vii) No Board meeting the week of January 19<sup>th</sup> as that Monday is a federal holiday
- viii) No Board meeting the week of February 2<sup>nd</sup> due to the IAC Midwinter Legislative Conference in Boise
- f) 9:40 AM CORRESPONDENCE (none today)
- g) 9:40 AM PERSONNEL
- i) CHANGE OF STATUS
  - (1) EXTENSION OFFICE
    - (a) Increase in rate of pay for Mark Bryngelson was presented.
    - (b) Chairman Crane recommended discussing this further with Gordon Edwards before making a decision.
  - ii) No time cards were presented for review today
- h) 9:59 AM APPROVAL OF MINUTES

**9:59 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE MINUTES OF THE BOARD FROM JANUARY 5, 2015. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- i) 9:39 AM JUNIOR COLLEGE RESIDENCY APPLICATIONS
  - i) The Board reviewed 13 CSI Junior College Residency Applications; two high school dual credit and 11 non-dual credit applications.

**9:39 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE 13 JUNIOR COLLEGE RESIDENCY APPLICATIONS AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- j) 9:42 AM COUNTY PAYABLES

*County Payable Approved by Chairman Crane on January, 5, 2015*

CURRENT EXPENSES	104	\$200.66
<b>TOTAL</b>		<b>\$200.66</b>

**9:42 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO RATIFY COUNTY PAYABLE APPROVED BY CHAIRMAN CRANE ON JANUARY 5, 2015. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

*County Payables for January 9, 2015*

CURRENT EXPENSES	104	\$13,375.66
SOCIAL SERVICES FUND	105	\$1,693.83
DISTRICT COURT FUND	106	\$1,538.67
COUNTY ROADS & BRIDGES FUND	107	\$3,191.59

SOLID WASTE FUND	109	\$270,064.50
AMBULANCE SERVICE	110	\$465.00
REVALUATION FUND	114	\$726.55
911 COMMUNICATIONS FUND	115	\$6,154.03
COUNTY ELECTION FUND	116	\$276.72
ASSESSOR TRUST FUND	123	\$146.50
JUSTICE FUND	130	\$77,068.30
CASSIA DRUG TASK FORCE	136	\$996.51
PHYSICAL FACILITIES FUND	144	\$349.47
ADULT MISDEMEANOR PROBATION	149	\$3,849.90
	<b>TOTAL</b>	<b>\$379,897.23</b>

**11:21 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE COUNTY PAYABLES DATED JANUARY 9, 2015. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- k) 9:40 AM COUNTY ROAD AND BRIDGE
  - i) Chairman Crane reported that the roads were clear this morning as reported by Road and Bridge supervisor Sam Adams.
  - ii) Chairman Crane commented things were going well.
- l) 9:42 AM AUDITOR MATTERS
  - i) Larsen reported on the Affordable Care Act (ACA) Webinar sponsored by IAC last week that was presented by attorney John Simmons, who consults regarding the ACA.
  - ii) He recommended since that webinar was recorded to have all Auditor's office employees and our Administrator see that webinar that familiarizes the County with the three forms used in reporting that will be required with ACA.
  - iii) Larsen also commented that it didn't appear that it would be necessary to hire an outside agency, as suggested by our healthcare plan administrators at MBA would be appropriate, as no other county in Idaho has done that. It can all be done in house with the Auditor's office.
  - iv) He commented on the need for possible changes in the County Personnel Policy Manual to be congruent with ACA requirements for reporting by simplifying our payroll and employee compensation methods to have as much compensation as possible placed in base pay.
- 6) 10:00 AM REVIEW FOR APPROVAL SHOWER BIDS AND ELECTRICAL BIDS FOR THE Mini-Cassia Judicial Center (MCCJC)
  - a) The Electrical situation will be put on hold and Jail Supervisor Darwin Johnson will resubmit that later.
  - b) The control processing panel in the work release area went out about three or four months ago. The six to eight processors are outdated and unavailable for purchase any longer.
  - c) Johnson initially determined to transfer their light control panel into their touch screen. They want to put that on hold for now as the bid came in high and they want to get additional bids.
  - d) Two showers in the 400 block are in rough shape. The bid submitted is to replace those two showers with larger tiles and less grout at a cost of \$4,100 each. Commissioner Christensen asked if he felt that cost was reasonable. Johnson felt it was. Commissioner Christensen also inquired of the warranty and Johnson did not know about that but with the siliconized grout, it should last eight to ten years.
  - e) Commissioner Christensen asked that Johnson get something in writing to keep in their files regarding warranty on the tile work.

- f) They had inmates strip the tiles out of the shower area as it was leaking into the cell area. That tile was a thin laminate placed right on the cinder block walls.
- g) Commissioner Christensen asked if there were funds budgeted for the repair. Johnson said there was. Johnson's desire is to replace two additional showers if funds remain in the budget at the end of the fiscal year.
- h) Larsen recommended that the Board have a copy of what each line item is budgeted for in all departments before approval of capital expenditures and pay for what is approved in the appropriate line item to facilitate accurate records and future budgeting.

**10:06 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO ALLOW THE REPAIR OF TWO SHOWERS AS PRESENTED AT A TOTAL COST OF \$8,200 WITH THE CAVEAT THAT THE JOINT BOARDS APPROVE THE PURCHASE AND THAT THE FINACIAL INFORMATION BE PROVIDED AS SUGGESTED BY AUDITOR LARSEN. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

7) 10:05 AM DISCUSS LIVING INDEPENDENT NETWORK CORPORATION (LINC) INVOICE

- a) McMurray referred to a presentation made to the Board by LINC in May of 2014. The Board determined at that time to delay a decision for their request for funding to see how others in the Mini-Cassia area decided on contributions to LINC.
- b) LINC invoiced Cassia County for \$1,000 and McMurray followed up with a phone call to them. They were going to follow that up with an email about other's contributions. He, as yet, had not received the email.
- c) He was told that Burley submitted \$5,000, Rupert \$3,000, and they thought Heyburn \$1,000. They also asked Minidoka County for \$1,000 as well as Cassia County for \$1,000 that they have invoiced.
- d) Commissioner Christensen suggested tabling the payment until the requested information was received. Commissioner Kunau and Chairman Crane concurred.

8) 10:08 AM DISCUSS MILLENKAMP CATTLE, INC REQUEST FOR MEETING

- a) Chairman Crane reported on a phone conversation he had with Millenkamp, an email that was received, and a hard copy letter that was given to County Attorney Doug Abenroth for review.
- b) Abenroth said the letter to the Board of County Commissioners was dated December 18, 2014, detailing Millenkamp's desire to change from a feedlot to a dairy. East Valley Cattle, Inc., owned by Millenkamp, requested a hearing before the Board to discuss the County policy pertaining to feedlots and the proposed conversion.
- c) Abenroth's review of the Planning and Zoning Code 9-5-4B indicates that policy discussions originate with that group. The statute allows the Board of Commissioners to do that if they do not have a Planning and Zoning Commission, which Cassia County does have. Abenroth recommended that any policy discussion should originate with the Planning and Zoning Commission.
- d) The Board of Commissioners could eventually hear policy discussions by way of code amendment or recommendation referred to them from the Planning and Zoning Commission as was done with the waste transfer station recently.
- e) Planning and Zoning Administrator McMurray said if this were presented to that commission, it would be entertained.
- f) The Planning and Zoning Commission is aware and has a strong handle on the County Comprehensive Plan, County Code, and procedure.
- g) Gary Allen, an attorney representing Mr. Millenkamp, expressed a willingness to follow whatever protocol the Commissioners deemed appropriate. He said that protocol is pretty confusing to them right now. He further stated that what this means is they will have to bring multiple applications before the

Planning and Zoning Commission. Allen believes the current ordinance would allow the approval they are looking for.

- h) The Planning and Zoning staff has disagreed with them this past year. He said the application they would bring forward would likely be denied and they would then be required to bring a modification to the ordinance to allow them to do what they would like to do.
  - i) Allen stated that they think this is a good project that the County would want to ultimately approve but they don't know what ordinance modification would need to be brought forward to get it approved. They do not want to suggest anything that would present problems to the County that they otherwise would not have to deal with by ordinance modification.
  - j) Allen said they just desired clarity on how to advance their desires forward to make a conversion of an existing feedlot to a dairy within the same footprint with essentially no increase in impacts in doing this.
  - k) The conversion would bring hundreds of millions of dollars a year to the area producing a positive economic impact that the County should be excited about.
  - l) Allen did not want to go through the whole rigmarole that could be confusing both to the Planning and Zoning Commission as well as to the public. He further felt it would be beneficial to have a workshop with the ultimate policy deciding body that can be on the record and to get everyone up to speed on what they are doing.
  - m) Allen went through something similar to this about ten years ago with a coal-fired power plant that was proposed in Jerome County. Those County Commissioners decided they could not talk about that with anyone and he understood several of them lost their re-election bids because of that.
  - n) He stated that where this a big deal, it would be appropriate for the County Commissioners to provide some direction at the front end of this proposed project.
  - o) Allen stated again that direction from the Board by way of a workshop could provide them with what they could do without slogging forward without any direction. He said going back to the Planning and Zoning would leave them blind on how to move forward without the Board providing direction.
  - p) Commissioner Christensen stated that they have a lot of confidence in the Planning and Zoning Commission, the Administrator, and the County Attorney that represents the County. His recommendation was to go forward with what is outlined in the zoning ordinance, which would be to go before the Planning and Zoning Commission.
  - q) Commissioner Kunau said designated protocol needs to be followed. Where there are numerous large feedlots in the County, a change in the zoning ordinance for one would be then available to all feedlots. That is the main reason for the Planning and Zoning Commission to review and make sure Comprehensive Plan is being followed.
  - r) Chairman Crane said the letter would be passed along to the Planning and Zoning Commission and work could carry forward from there.
  - s) Allen said he would work with McMurray to find the best way to bring the applications forward.
- 9) 10:21 AM REVIEW AND EXECUTE LETTER OF TERMINATION TO EZ TICKET SALES – FAIR BOARD
- a) Abenroth had discussion with Fair Board members, Dan Gammon who handles finances, and Ryan Samples who deals with contracts. They have concerns with their contract and were dissatisfied with the services of EZ Ticket Live, LLC who handles online ticket sales related to the County Fair and Rodeo.
  - b) A copy of the contract was sent to Abenroth and McMurray to review to determine provisions for termination.
  - c) Abenroth drafted a letter to EZ Ticket Live, LLC that he read to the Board. The letter stated the termination date as per the contract would be February 26, 2015, 45 days from the date of notification of termination citing dissatisfaction of the Fair Board for slow service and resulting disruptions.

d) Chairman Crane said it was a problem with this vendor and there are others they will consider.

**10:25 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE AND SIGN THE LETTER OF TERMINATION WITH EZ TICKET LIVE, LLC AS REPRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

10) 10:26 AM EXECUTE 2015 MBA PLAN DOCUMENT

- a) The Summary Plan description of our health plan was sent last week from Kelly Bowen's office.
- b) McMurray noted changes made include:
  - i) A change made last year in regards to a limit of \$2,000 for one hearing aid or \$4,000 for both hearing aids.
  - ii) The plan used to include that we had certain providers for optical care. Payments under that had become unwieldy according to the desires of many County employees. Their desire was to have options in who conducts their eye exams and where they are able to purchase lenses. The new schedule provides that vision benefits will pay 100% of expenses up to \$400 per person per calendar year excluding taxes. Included is routine eye exams, single vision, bifocal, trifocal, lenticular, and progressive lenses as well as frames and contact lenses. It allows the use of any provider. The user of insurance would pay all costs up front and then submit a receipt for reimbursement to MBA.
- c) McMurray said that it appears to be the plan we have been utilizing.

**10:29 AM**

**MOTION: COMMISSIONER KUNAU MOVED TO ADOPT AND SIGN THE MBA PLAN AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

- d) Larsen made the Board aware there had been some employees of the County who alerted the Auditor's office this past week that the previous providers were dismayed they had not been notified of the change.
- e) McMurray noted that it would typically be done by Bowen Insurance to make notice to providers as has been done in the past.
- f) Commissioner Christensen asked about the notification of these changes to employees. Abenroth said it was communicated to employees during open enrollment. McMurray will work up a memo in that regard to be emailed to all employees of those changes. Larsen said that would be good in that many did not attend open enrollment meetings.
- g) Larsen also indicated another thing that might be good to follow up on is an apparent change that has occurred with prescription coverage since the first of the year. The Auditor's office has sent out a couple of memos to make employees aware of change as they became aware of them. However, some employees have expressed dismay that through that process, some medications they received a 90 day supply of previously have now been reduced to a 30 day supply. That requires three times the amount of co-pay over what they were accustomed to paying, without any notice provided of that change.
- h) Abenroth commented that typically when changes occur, employees have been mailed a list of those changes in his previous employment. Larsen indicated it may be different where we are a partially self-funded entity for insurance with an agent, Bowen Insurance, and a third-party Administrator, MBA Associates. Between them and the Auditor's and Administrative Department, notification to employees as well as to providers would certainly be advisable.
- i) Chairman Crane asked McMurray to take care of that.
- j) Chairman Crane asked about the price of a prescription going up. Larsen didn't know if this change did include an increase in co-pay. Chairman Crane asked if we have control to have these changes affect us

negatively. McMurray said the Board does have control over the plan and he will begin the dialogue with Bowen Insurance to come discuss the change with the Board.

11) 10:39 AM REVIEW DECEMBER AMBULANCE REPORT

- a) Commissioner Kunau read the ambulance report.

12) 10:40 AM AUDITOR MATTERS

- a) Chairman Crane asked to defer discussion of law enforcement budgeting contingency as one of the matters provided in writing to the Board from the Auditor. The Board desired to further discuss matters with Sheriff Heward.
- b) An alternative budgeting plan was recommended by Larsen in the event that may be a necessity now or any time in the future. Without one formulated, it could greatly strain the overall County budgeting process. Chairman Crane indicated that suggestions from the Auditor is good advice.

- i) COUNTY MAIL

- (1) McMurray assigned Administrative Assistant, Timbri Hurst to research possibilities for a solution. He also concurred a different solution from what we currently do would be good.
- (2) The U.S. Postal service will sort the mail by room number. McMurray suggested a "catch all" bin for mail that is not addressed to a room number.
- (3) The Postal Service will attempt to deliver the mail that requires a signature to the office it belongs to.
- (4) The cost of the U.S. Postal Service receptacle with 12 small boxes and two parcel boxes is \$1,600. Postmaster Gene Egbert was going to look into a possible discount for the County.
- (5) The mail receptacle unit could be located along the wall where the three windows used to be on the main floor under the County Seal as it wouldn't impede traffic there. They could be configured as we wish with an outgoing mailbox along with a "catch all" bin where there is no room number indicated on mail pieces. Each department would have their own box and key.
- (6) Larsen said that the Auditor/Recorder offices have already added the room number to most addresses and thought that would be a solution to most mail. That was necessary when the courts moved to the CCJC when an address change was required. It would be appropriate for all departments to begin notifying their vendors to include a room or department number on mail pieces.
- (7) Inter-departmental mail was discussed. McMurray indicated that there were not slots in the proposed system to provide for that. Larsen stated there is a lot of that type mail that a solution would be appropriate for.
- (8) Commissioner Christensen expressed there would still be some mail that would need to be sorted. Larsen volunteered to take care of that and make sure addresses are changed to include the room numbers for subsequent deliveries. Larsen would be willing to have his office monitor the "catch all" mail.
- (9) McMurray was asked to proceed with the plans.

- c) COUNTY CREDIT CARDS

- i) Chairman Crane felt like Larsen had some good ideas on this matter but giving him full control over the credit cards compromises the Auditor. Commissioner Christensen said that checks and balances are appropriate.
- ii) Chairman Crane also felt like each department should make sure the credit cards are being used right. How that is accomplished, he felt, should be the discussion.

- iii) Larsen concurred that how to accomplish that is the issue. As his elected position is Auditor of the County, Larsen said he is responsibility to have full impeded access to those financial records and that is why he proposed what he did.
- iv) McMurray said that he thought Larsen had access to the account, but that perhaps what he is asking for is to have his Deputy Auditors have access as well. Larsen responded that their oversight is needed from day to day to avert late charges and finance fees by having that access as sworn deputies. The Auditor's office only desires to see that payments are timely made.
- v) As far as control over the account, Larsen said the only control they desired was to be able to call up Zions Bank and tell the bank of an erroneous charge and currently they won't even speak with them. McMurray said it would only take a couple of days to have the other two deputy Auditors added. Larsen said it is just as important for his deputies as it is for him to have that access for auditing purposes.
- vi) Commissioner Kunau asked about the time from when a credit card bill is received until payment is due. Deputy Auditor Heather Evans explained the process from billing to when the Board approves payment and some departments go over the reasonable time for getting that done.
- vii) Larsen said that the only situations when timely payment does not take place is when department heads are negligent and when the Board meeting isn't held during that interim of time to approve that payment. The Auditor's office oversight allows a call to Chairman Crane, as was done last week, when a department head did not get the billing to the Auditor's office in time. The Board Chairman can approve that payment, from information the Auditor's office has about the charge, so it can be taken to the bank to avoid a finance charge and late fee. The full Board can then ratify that decision at the next Board meeting. That process would eliminate about \$6,000 to \$7,000 per year in those fees that should not happen.
- viii) Larsen also commented on the need for full real time access to credit card records to accomplish the oversight that belongs to the Auditor's office and to advise departments appropriately.
- ix) Larsen explained to Commissioner Kunau that his office could work appropriately with the time restrictions for timely payment to alleviate his concern about the time interval between receipt of statements and payment by due dates. Commissioner Kunau expressed concern about the amount of time to review charges. Larsen assured him the time it takes to provide that oversight is far less time than it takes to go through and detect unaccounted for inventory, to detail why there is a late fee and interest charges, or root out why some employees still pay from an invoice instead of the statement like they have been asked to do.
- x) Oversight of the dissemination of information should come from the Auditor's office according to Larsen as they are the custodians of the county financial records. He expressed concern over the looseness of how it currently is structured for preserving the audit trail with the credit cards and accounting in general. A questionnaire will be coming forward to address with Stephenson's Computer Consulting to gauge the preservation of the audit trail for all accounting functions.
- xi) As far as oversight of the credit card accounts, the Auditor's office is the only other oversight needed in addition to the Board. Back door access to those accounts is not appropriate. The Auditor's office can provide information to departments as needed.
- xii) Commissioner Christensen stated that when Frank Kearns was the elected Clerk and Tim Hurst was the Chief Financial Officer and basically ran the budgets. That history plays into what Stephenson's did with financial software programming then. Commissioner Christensen stated that whatever purification can be done to make it more in line with the statute he would be in support of. Larsen

said that is his only desire and the Auditor's office is postured to do just that. It may not have been able to be done as well back then as it can be done now.

- d) QUARTERLY FINANCIAL REPORT FOLLOWUP
  - i) Larsen only desired to make sure the Board knew they could comment or ask questions on that report provided last week if they desired to.
- e) EMPLOYEE COMPENSATION RESERVE
  - i) The Auditor's office wants to move the Employee Compensation Reserve amount budgeted for FY2015 from the Commissioner's budget, where it was temporarily placed. It was felt the best place would be in the General Fund as a line item. Larsen said he would consult with Twin Falls County to see where they have placed their reserve.
  - ii) McMurray concurred with Larsen that a protocol would be appropriate to put in place.
- f) FISCAL YEAR 2016 BUDGET WORKSHOP PROCESS
  - i) Chairman Crane felt there were good ideas presented by Larsen for FY2015 budgeting. He did recommend that "A" budget amounts not be addressed until other areas of the budget are gone over by the Board. Larsen indicated that is in essence what he was recommending as well.
  - ii) Larsen said the statute requires Department Heads to make requests to the Auditor, followed by the Auditor's recommendations to the Board, and then the Board makes the final budget decision.
  - iii) It was pointed out that when departments meet with the Board for workshops, they have just been going over their requests as previously submitted. Larsen suggested that their requests be provided to the Auditor and then that is provided to the Board to review so they can adequately weigh in on their request. The Board can then address those requests and make tentative decisions rather than going through the process twice.
  - iv) Chairman Crane indicated that the importance of revenues is a big part of the budgeting process needed to be conveyed to all departments. Larsen concurred with that.
  - v) Commissioner Crane felt discussion should take place regarding the addition or elimination of a position during that workshop process. The Board concurred with that being part of the workshop to account for employees retiring or positions being requested to be added.
  - vi) Larsen pointed out these suggestions were to help the Board in the decisions they need to make where they set the budget and the Auditor's office simply makes recommendations. Material change requests should be noted, but requests for increase in rates of pay should be reserved for the Board to decide.
  - vii) In short, the Board concurred that increases in rate of pay are decided last. The first considerations are the department head's request for "B" budget along with employee insurance funding.
  - viii) The Board also determined to meet with the Sheriff and go over expectations from the City of Burley with the Law Enforcement Agreement. Chairman Crane wanted the Sheriff to be aware of what the Board's ideas are of what to do. He also said it would be important to detail what the Sheriff's office would consist of in the absence of an agreement with the City of Burley for law enforcement. Commissioner Kunau said there may be some information that would be important to consider after the Citizen's Law Enforcement Committee completes their work.

13) 11:24 AM INDIGENT MATTERS

**11:24 AM EXECUTIVE SESSION**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING MEDICAL INDIGENT MATTERS UNDER IDAHO CODE SECTION 67-2345(1)(D). COMMISSIONER KUNAU SECONDED THE MOTION. A ROLL CALL VOTE WAS UNANIMOUS WITH CHAIRMAN CRANE, COMMISSIONER CHRISTENSEN, AND COMMISSIONER KUNAU VOTING IN THE AFFIRMATIVE.**

**CASSIA COUNTY COMMISSION**

**REGULAR SESSION**

**Monday, January 12, 2015**

**10 | Page**

Welfare Director Susan Keck presented the following cases for review and approval of the Board:

- a) Case Presentation: 2014112, 2014113, 2014116, 2014117, 2014118, 2014119, 2014120, 2015001
- b) Certificate of Denial: 2014111, 2014114, 2014115, 2014108
- c) Order of Dismissal: 2014086
- d) Notice of Lien and Application for Medically Indigent Benefits: 2015001
- e) Notice of Continuance of Hearing: 2014088
- f) Release of Medically Indigent Lien: 2014086, 2014106, 2014107
- g) Medical Records/Utilization Management Review: 2014117, 2014118, 2014119, 2015001, 2014120
- h) Catastrophic Health Fund Assignments: 2009122, 2009058, 2009098, 2009100, 2009075, 2009128, 2010008, 2010024, 2009137, 2009105, 2010006, 201002, 2010069, 2010068, 2010096, 2010030, 2010072, 2010053, 2010088, 2010065, 2010122, 2010077, 2010090, 2010116, 2010142, 2010148, 2010152, 2010126, 2010136, 2010092, 2010164, 2011011, 2011023, 2011032, 2011033, 2011007, 2011022, 2011014, 2011010, 2011060, 2011064, 2011037, 2011083, 2011041, 2011080, 2011071, 2011054, 2011080, 2011093, 2011101, 2011116, 2011063, 2011111, 2011112, 2011113, 2011117, 2011106, 2012009, 2012010, 2012018, 2012028, 2011122, 2011124, 2012059, 2012050, 2012048, 2012002, 2012072, 2012041, 2012101, 2012088, 2012099, 2012131, 2012135, 2012111, 2013054, 2013055, 2012127, 2013088, 2013007, 20121074, 2014002
- i) The catastrophic assignment letters are for older existing social service cases as a percentage of payments which will be assigned to the CAT fund.

**12:07 PM**

**MOTION: COMMISSIONER KUNAU MOVED TO APPROVE THE MEDICAL INDIGENT ACTIONS AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE BOARD RETURNED TO REGULAR SESSION AT 12:07 PM.**

**12:11 PM EXECUTIVE SESSION**

**MOTION: COMMISSIONER KUNAU MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING PENDING LITIGATION UNDER IDAHO CODE SECTION 67-2345(1)(F). COMMISSIONER CHRISTENSEN SECONDED THE MOTION. A ROLL CALL VOTE WAS UNANIMOUS WITH CHAIRMAN CRANE, COMMISSIONER CHRISTENSEN, AND COMMISSIONER KUNAU VOTING IN THE AFFIRMATIVE. THE BOARD RETURNED TO REGULAR SESSION AT 12:30 PM.**

14) 11:19 AM REVIEW AND EXECUTE NATIONAL HIGHWAY SYSTEM RESPONSE LETTER TO IDAHO TRANSPORTATION DEPARTMENT (ITD)

- a) McMurray detailed a letter ITD received asking them to look at national highway system network error corrections. Cassia County has a couple of roadway systems that apply:
  - i) Exit 208 to south of Burley on Highway 27
  - ii) From McCain's on Highway 30 to Heyburn
- b) This does not apply to Highway 81 going out to the fuel farm as there is not enough traffic there.
- c) After review, McMurray concluded there are no changes on those roads in the County's jurisdiction and prepared a letter to ITD in that regard.

**11:23 AM**

**MOTION: COMMISSIONER CHRISTENSEN MOVED TO SIGN AND SEND THE PROPOSED LETTER TO ITD AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.**

15) 11:23 AM DISCUSS ADMINISTRATIVE ORDER REGARDING WEAPONS

- a) An Administrative Order came from 5<sup>th</sup> Judicial District Administrative Judge Bevan

- b) Abenroth explained to the Board this order requires that if facilities have a screening magnetometer device, all people entering the building would have to go through that system. That would also require judges who come into the CCJC through the side door within the fenced parking to also go through that magnetometer.
  - c) It would also have an impact on those who have concealed weapons, who would have to have a specific exemption from the Administrative Judge in order to carry that concealed weapon into the facility.
  - d) McMurray pointed out that it would also include the Juvenile Probation office and the Prosecutor's office as well in the courthouse.
  - e) Chairman Crane suggested Abenroth talk with other prosecutors in the district and that the Board may negotiate with Judge Bevin to make it more realistic.
  - f) The Board asked Abenroth about the power of the Administrative Judge to do things such as this. He said the Administrative District Judge does have certain prescribed powers to order that which is relative to safety and security within court buildings and courthouses.
  - g) Certain people are exempt from having to comply if they are approved by the Sheriff and subject to the approval of the judge.
  - h) It was decided the Administrative Order needs clarification and some exemptions as letter openers may not currently be allowed.
- 16) 11:55 PM ADJOURNMENT

APPROVED:

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

Dennis Crane, Chairman of the Board

ATTEST:

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

Joseph W. Larsen, Clerk of the Board