



Cassia County Board of Commissioners

Cassia County Courthouse
Commission Chambers
1459 Overland Ave. – Room 206
Burley, ID 83318
www.CassiaCounty.org

Board Members:

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

Phone: (208) 878-7302

Fax: (208) 878-9109

Monday, March 30, 2015

8:00 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

Jay Heward, Sheriff
George Warrell, Undersheriff
Patty Temple, Minidoka Clerk

Paul Christensen

Administrator:

Kerry D. McMurray

Others:

Kent McClellan, Minidoka Board
Bob Moore, Minidoka Board
Eric Snarr, Minidoka Sheriff
Casey Anderson, Burley Council

Bob Kunau

Clerk of the Board:

Joseph W. Larsen

Ruthe Hobbs, Citizen
Lisa Heisel, Treasurer's office
Sheryl Koyle, Minidoka Board

- 1) 8:00 AM MINI-CASSIA CRIMINAL JUSTICE CENTER (MCCJC) REVIEW WITH MINIDOKA AND CASSIA COUNTY COMMISSIONERS
 - a) The Board conducted a quarterly jail inspection which included the following report:
 - i) No escapes or attempted escapes during this quarter
 - ii) Three complaints reported during this quarter and incidents, basis of complaint, and pending investigations of which are on file at the MCCJC Administration office and County Administration office
 - iii) There has been no treatment and/or conditions of inmates identified including sickness and infection
 - iv) There were no reported physical or operational weaknesses regarding sickness or infection
 - b) The preceding inspection report results were attested to by the Minidoka and Cassia County Board of Commissioners.
- 2) 9:00 AM CALL TO ORDER, PLEDGE OF ALLEGIANCE, REVIEW CALENDAR, MINUTES, CORRESPONDENCE, PERSONNEL, CSI RESIDENCIES, COUNTY PAYABLES, COUNTY ROAD AND BRIDGE, BUILDING AND GROUNDS MATTERS, GATEWAY MATTERS, AUDITOR MATTERS, CONTRACT MATTERS
- 3) 9:04 AM EXECUTIVE SESSION – IDAHO CODE 67-2345(1)(B) PERSONNEL MATTERS WITH MINIDOKA COUNTY

CASSIA COUNTY COMMISSION

REGULAR SESSION

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9:04 AM EXECUTIVE SESSION

MOTION: COMMISSIONER KUNAU MOVED TO CONVENE IN EXECUTIVE SESSION REGARDING PERSONNEL MATTERS UNDER IDAHO CODE SECTION 67-2345(1)(B). COMMISSIONER CHRISTENSEN SECONDED THE MOTION. A ROLL CALL VOTE WAS UNANIMOUS WITH CHAIRMAN CRANE, COMMISSIONER CHRISTENSEN, AND COMMISSIONER KUNAU VOTING IN THE AFFIRMATIVE. THIS EXECUTIVE SESSION INCLUDED MEMBERS OF THE JOINT MCCJC BOARD. THE BOARD RETURNED TO REGULAR SESSION AT 9:46 AM.

- a) 10:02 AM CALENDAR
 - i) Joint Public Defender meeting at 7:30 a.m. Tuesday, March 31st in the Commission Chambers
 - ii) Joint Jail meeting at 8:00 a.m. Tuesday, March 31st in the Commission Chambers
- b) 10:02 AM CORRESPONDENCE
 - i) Thank you note for the County's support of the 4-H participants of Know Your Government
 - ii) Idaho Department of Juvenile Corrections inspection report of the Mini-Cassia Juvenile Detention Center conducted on May 28, 2014
 - iii) 2014 4-H Youth Development Impact Report from the University of Idaho Extension
 - iv) A news release from Senator Mike Crapo's office of a provision he has sponsored to set the stage for renewal of the Secure Rural Schools (SRS) and Payment in Lieu of Taxes (PILT) program as part of the Senate budget framework that cleared the U.S. Senate on a 52-46 vote on March 27, 2015
 - v) Application to Companion Life Insurance Company for aggregate specific excess loss insurance from Kelly Bowen's office. The matter will be discussed under contracts on the agenda.
- c) 9:54 AM PERSONNEL
 - (1) CHANGE OF STATUS - SHERIFF'S OFFICE
 - (a) Sheriff Heward explained the Taser training certification Corporal Emery received, which he will use to train other officers in the department.
 - (b) Increase in rate of pay as Taser Instructor for Corporal Kenny Emery. Commissioner Christensen asked if that had been done historically. Heward concurred that was the case.
 - (c) Larsen explained there would be a memo going out to department heads to identify rank, grade, and potential increases for each employees for budgeting purposes and to apprise the Board on those qualifying events.

9:55 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE SAID CHANGE OF STATUS REQUEST AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- d) 11:32 AM APPROVAL OF MINUTES

11:32 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE MINUTES OF THE BOARD FROM JANUARY 29, 2015. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

12:04 PM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE MINUTES OF THE BOARD FROM MARCH 23, 2015. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- e) 10:06 AM CSI JUNIOR COLLEGE RESIDENCY APPLICATIONS
 - i) The Board reviewed one CSI non-dual credit Junior College Residency Application
 - ii) The Clerk's office recommended approval of that application.

10:06 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE THE CLERK’S OFFICE RECOMMENDATIONS REGARDING JUNIOR COLLEGE RESIDENCY APPLICATIONS AS PRESENTED. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

f) 10:28 AM COUNTY PAYABLES

March 24, 2015 (Approved by Chairman Crane – Ratified by the Board)

CURRENT EXPENSES	104	\$320.90
	TOTAL	\$320.90

March 26, 2015 (Approved by Chairman Crane – Ratified by the Board)

CASSIA DRUG TASK FORCE	136	\$900.00
	TOTAL	\$900.00

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CURRENT EXPENSES	104	\$450.57
DISTRICT COURT FUND	106	\$1,358.56
JUSTICE FUND	130	\$2,188.66
NARCOTICS SEIZED ASSETS FUND	134	\$833.85
CASSIA DRUG TASK FORCE	136	\$18,000.00
D.A.R.E TRUST	137	\$85.44
PHYSICAL FACILITIES FUND	144	\$6.97
ADULT MISDEMEANOR PROBATION	149	\$3,944.87
	TOTAL	\$26,868.92

10:28 AM

MOTION: COMMISSIONER KUNAU MOVED TO RATIFY COUNTY PAYABLES DATED MARCH 24, 2015 AND MARCH 26, 2015 AS APPROVED BY CHAIRMAN CRANE AND TO APPROVE PAYABLES DATED MARCH 30, 2015. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

g) 10:02 AM COUNTY ROAD AND BRIDGE

- i) Chairman Crane received an update from Road and Bridge Supervisor Sam Adams this morning.
- ii) They are currently gravelling roads from Birch Creek over to the City of Rocks for the next three days. Other road districts are helping today.

h) 10:06 AM BUILDING AND GROUNDS MATTERS

- i) Extra pairs for County phone lines have now been used up after completing an issue with the Assessor’s office needing another phone line. New lines will need to be installed in the future for further expansion.
- ii) Larsen expressed appreciation for the maintenance personnel installing the Plexiglas folder display at the Cassia County Judicial Center (CCJC).

i) 10:10 AM AUDITOR MATTERS

- i) Distribution, limitations, as well as those employees who have been issued credit cards in the County was discussed. Zions Bank has real-time tracking of all credit card holders.
- ii) Larsen suggested the use of credit cards for purchases as a possible means to allow for necessary charges as employees are out of town on meetings, trainings, and seminars. Abenroth said that could create more problems than it would solve. Chairman Crane concurred they didn’t desire to have a lot more credit cards distributed in the County.

- iii) A memo that will be sent out to department heads will assist them in determining potential Change of Status requests for next fiscal year as they consider the budget. Approved amounts will be included in a specific line item.
- iv) On April 20th, the Department Head Training will be presented by the Auditor's office and will include a budgeting overview for FY2016.

j) 10:11 AM CONTRACT MATTERS

- i) The Administration office received an application to Companion Life Insurance Company for aggregate specific excess loss insurance from Kelly Bowen's office. They requested the Board's signing the application to facilitate that insurance for next year.

10:05 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE AND SIGN THE APPLICATION FROM COMPANION LIFE INSURANCE COMPANY FOR NEXT YEAR'S EXCESS LOSS INSURANCE. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- i) Chairman Crane asked if there was any follow-up regarding the decision last week with the law enforcement agreement contract with the City of Burley. Commissioner Kunau stressed the need to discuss with all involved that the contract only includes a 2% increase and we will have to watch costs this next fiscal year or we will be in trouble.
- ii) Chairman Crane asked McMurray, as liaison, to call Law Enforcement Committee Chairman Bill Parsons in regards to securing an accounting professional representative on the committee.

4) 9:15 AM REVIEW AUDITOR'S OFFICE PAYMENT/BOARD APPROVAL PROTOCOL

- a) Earlier in the week, Chairman Crane approved advance per diem and travel pay for employee training as it was needed prior to this Board meeting. One advance request was denied by Chairman Crane for a payment from the Drug Task Force to Minidoka County for a vehicle purchase. Larsen asked for direction on how to handle requests for payment before Board meetings as the statute is clear authorization is to come from the Board.
- b) Chairman Crane said that recent requests for travel and per diem are not emergencies and there must have been some breakdown in getting them turned in on time. The quickest remedy would be to just not approve them, have them go to their meetings, and submit their receipts afterwards. Ahead of that, Chairman Crane suggested a memo going out to do those requests in a proper way.
- c) Commissioner Kunau felt it shouldn't just be that those requesting wait until the last minute thinking they can get Chairman Crane to sign. Proper planning ahead of time would get their requests in appropriately before meetings.
- d) Larsen said one suggestion is to have employees use their County-issued credit cards for meal purchases up to the per diem limit of \$15 as well as lodging. Mileage could then be a reimbursement after the meeting.
- e) Chairman Crane asked Larsen to send out a memo to employees to be more valiant in addressing charges for meetings and training ahead of time to obtain the Board's approval. Non-approval if that doesn't take place would help get the point across according to Chairman Crane.

5) 9:56 AM DELIBERATE ON FY2016 BUDGET HEARING DATE PROPOSED FOR AUGUST 31, 2015

- a) Larsen has been working with Minidoka County Auditor Patty Temple to identify dates to have our budget hearings so we can work backwards to the dates of presentation for our joint meetings.
- b) McMurray and Larsen coordinated 15 to 20 minutes for 9:30 a.m. on August 31, 2015, on the Board's agenda.

9:59 AM

MOTION: COMMISSIONER KUNAU MOVED TO APPROVE SETTING THE FISCAL YEAR 2016 BUDGET HEARING FOR 9:30 AM MONDAY, AUGUST 31, 2015. COMMISSIONER CHRISTENSEN SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY.

- 6) 9:25 AM DELIBERATE ON MEMO TO DEPARTMENTS TO DIGITIZE INVOICES FOR THE AUDITOR'S OFFICE
- a) Larsen presented that the Auditor's office was desiring to do the same thing other counties that are using Computer Arts software are doing and what the Supreme Court is beginning statewide with the Odyssey software. Everything is going towards a paperless digital environment. The Auditor's office would like to begin that process for this fiscal year's historical records for statements, billings, and invoices for each department. We have already been asked by the Board to go back to the beginning of this fiscal year to assist with law enforcement's differentiation between City of Burley and County related expenditures. The Auditor's office feels it would be beneficial to digitize all those items at the same time.
 - b) The Auditor's office desires the Board's support and approval of that process for appropriate documentation. It would include that having each department scan and email copies of invoices and statements to the Auditor's office that can be reviewed by the Board and historically retrieved invoices and statements instantaneously for independent outside Auditing purposes for random invoices. It will save a lot of time and labor in the Auditor's office.
 - c) The Board approved the request for the digitizing process as presented by Larsen.
- 7) 10:13 AM REVIEW IDAHO PUBLIC UTILITIES COMMISSION (IPUC) NOTICE OF APPLICATION CASE NO. IPC-E-15-05
- a) Case No. IPC-E-15-05 is a notice of the application of Idaho Power Company for granting authority to implement fixed cost adjustment rates for service.
 - b) Commissioner Kunau felt there was no need for the Board to comment.

8) 10:40 AM INDIGENT MATTERS

10:40 AM EXECUTIVE SESSION

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

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

- a) Case Presentation: 2015017
- b) Certificate of Denial: 2015011, 2015012, 2015016, 2015018
- c) Notice of Continuance of Hearing: 2014020
- d) Release of Medically Indigent Lien: 2015027, 2015028

11:11 AM

MOTION: COMMISSIONER CHRISTENSEN MOVED TO APPROVE THE MEDICAL INDIGENT ACTIONS AS PRESENTED. COMMISSIONER KUNAU SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE BOARD RETURNED TO REGULAR SESSION AT 11:11 AM.

- 9) 12:00 PM WORKING LUNCH WITH LORI BERGSMA – BALANCED ROCK INSURANCE COMPANY
- a) Bergsma went over Cassia County historical loss claims with the Board.
 - b) Adjustments on vehicle and property valuations were done by Bergsma and County Administration.
- 10) 1:15 PM ADJOURNMENT

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APPROVED:

/s/ _____

Dennis Crane, Chairman of the Board

ATTEST:

/s/ _____

Joseph W. Larsen, Clerk of the Board