



# Cassia County Board of Commissioners

## MEETING MINUTES

Monday, December 4, 2017

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.

### AGENDA ITEMS

- 1) Call to order
- 2) Pledge of Allegiance and prayer
- 3) Roll call

9:01 AM **Present:** Kerry McMurray - Administrator (Not voting), Tim Darrington - Member, Bob Kunau, Chair, Paul Christensen - Member, Doug Abenroth - County Attorney (Not voting), Hilaree Young- Deputy Clerk (Not voting).

- 4) 9:04 AM Calendar, meetings, and correspondence
  - a. Catastrophic Health Care Board meeting and ICRMP Board meeting in Boise this week for Christensen
  - b. Fair Board annual report to the Board at 11:00 a.m. Monday, 12/11/2017 and lunch following that. Todd Powers was elected chairman and Ryan Samples vice chairman for 2018.
  - c. Region IV Development Association meeting at 11:30 a.m. Thursday, 12/7/2017 in Twin Falls
  - d. Abenroth will be out of the office starting Thursday, 12/7/2017 returning 12/19/2017.
  - e. Department Head Meeting was cancelled for the month of December.
  - f. No regularly-scheduled joint meetings will be held during the month of December
  - g. Regularly-scheduled Board of Commissioner meeting for 12/18/2017 was cancelled
  - h. Associated Taxpayers of Idaho Annual Conference on Tuesday, 12/5/2017 at the Boise Centre
  - i. Veterans Advisory Board Meeting at 7:00 p.m. Thursday, 12/7/2017 at the American Legion Hall at 1501 Oakley Ave.
- 5) 10:02 AM Approval of Clerk's Office recommendations regarding junior college Certificate of Residency Forms

10:02 AM **Motion:** Clerk's Office recommendations to approve 36 and deny two junior college Certificate of Residency Forms as presented, **Action:** Approve, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

- 6) 10:03 AM Personnel Matters:
  - a. Change of Status Requests
    - i. Road and Bridge – Hiring of Ryan Buffington as part time Road Worker
    - ii. Road and Bridge – Hiring of Loren Durfee as a part time Road Worker
    - iii. CCSO – Hiring of Jordan Ledesma as a Patrol Deputy
    - iv. MCCJC – Wage adjustment for part time Detention Deputy Sean P. Lynd

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10:05 AM **Motion:** Change of Status Requests as presented, **Action:** Approve, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

- b. Auditor's Office Accrual Payout Report provided for the record
  - c. Time card – Road and Bridge Supervisor Sam Adams time card was in order
- 7) 10:06 AM Discuss moving Department Head Meeting from 12/25/2017 to 12/18/2017
- a. The Board discussed both moving that meeting to a week earlier as well as the possibility of cancelling it. It was determined that Board meeting on 12/18/2017 would be cancelled.
  - b. December's Department Head Meeting was cancelled and will resume in January 2018.
- 8) 10:07 AM Review and execute First Amendment to the Ambulance Services Agreement with Cassia Regional Hospital, extending agreement
- a. This is an addendum provided by Cassia Regional Hospital extending the agreement as previously approved by the Board.
  - b. It was determined that the agreement just needed a signature of the Board Chair.
- 9) 10:08 AM Consider appointment of Gooding County Commission Chair Helen Edwards to serve on the South Central Public Health Department (SCPHD) Board
- a. This appointment is to replace for Gooding County Commissioner Tom Faulkner.

10:08 AM **Motion:** Nominate Helen Edwards to serve on the SCPHD as presented, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

- b. Christensen highly recommended the appointment of Helen Edwards for that position. She has had a strong interest over the years and does a good job.
- 10) 10:10 AM Review and sign the Cassia County Spousal Health Reimbursement Arrangement Master Plan Document and Adoption Agreement
- a. Abenroth has worked on that with MBA.
  - b. Change suggestions he made were favorable with MBA. His recommendation, along with Larsen, was to approve this plan and adoption.

10:10 AM **Motion:** The Cassia County Spousal Health Reimbursement Arrangement Master Plan Document as presented, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.  
Motion passed unanimously.

11) 10:11 AM Approve minutes

10:12 AM **Motion and Action:** Approve minutes from 11/27/2017, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

- 12) 10:12 AM Approve payables
- a. Darrington explained the payment for the bleachers had been held up by the Fair Board and had been missed for payment during FY2017. It is owed and needs to be paid.

- b. McMurray explained metal pieces that have been cut to bridge across the sidewalk to the parking area by the Sheriff's Office.

10:14 AM **Motion and Action:** Approve payables dated 12/4/2017, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

13) 12:48 PM Continuation of agenda item – Review and sign the Cassia County Spousal Health Reimbursement Arrangement Master Plan Document and Adoption Agreement

- a. Kunau stated that a signature of approval is required for the Adoption Agreement for the Cassia County Spousal Reimbursement Arrangement.
- b. That action had not been made in conjunction with the Master Plan Document approval earlier.

12:48 PM **Motion:** Signing of the Adoption Agreement for the Cassia County Spousal Reimbursement Arrangement as presented, **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

#### **SCHEDULED AGENDA ITEMS**

14) 9:15 AM Discuss authority for financial decision changes at the department level for credit cards

- a. The Board discussed levels of authority for department heads to manage their credit cards. Larsen stated the move to our current credit card system was to allow department heads the authority to manage who is issued credit cards and what the limits are.
- b. Larsen stressed the Board should make a determination what level of authority can be given to others in a department. Heward desired to have his administrative secretary Jennifer Gee have authority to make decisions relating to their issued credit cards.
- c. A number of department travel Credit Cards could be issued and it could be managed by Heward and Gee if the Board approves arrangement according to Larsen. Payments are made on time with PointPay through Zions Bank and we will never have a late fee.
- d. Kunau stressed to validate expenses, we need receipts as the biggest concern.

9:24 AM **Motion:** Authority for Jennifer Gee in the Sheriff's Office to make decisions regarding credit cards with Zions Bank for that department on behalf of Sheriff Heward, **Action:** Approve, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

Motion passed unanimously.

15) 9:25 AM Review for approval a standard Employee Travel Reimbursement Form

- a. Larsen presented and reviewed with the Board a proposed Employee Travel Reimbursement Form.
- b. A fillable PDF form was created by Larsen and if approved will be available through the Employee Portal on the County website for employees to use for reimbursement requests.
- c. Christensen suggested creating a secondary form allowing for mileage reimbursement only when lodging and meals are not involved. Larsen said he could see the need for that and would create that for employee use as well.

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- d. The Board discussed amounts per meal as well as amount per day limits for employees to be approved to be reimbursed for. It was also discussed to set a timeframe for submission of reimbursements, such as monthly. Larsen suggested that be a part of policy to follow and recommended that Abenroth and McMurray include amounts per day or per meal there.
- e. Darrington said the department head should monitor that spending and the Auditor's Office should follow what is approved by the department head. Larsen said that he would be fine with the Auditor's Office not being involved in scrutinizing the reimbursement submission. If there is a problem or anomaly, the Board would be responsible to address that directly with the department head.

9:40 AM **Motion:** A \$50.00 (fifty dollars) limit per day for meal reimbursement. Auditor's Office to reimburse off the new Travel Form and the Department Head's will oversee the forms to verify validity, **Action:** Approve, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.  
Motion passed unanimously.

9:40 AM **Motion:** The Auditor's Office is to go off of the reimbursement form that is turned in and follow that and the Board will review them when payables are presented and the department head will have oversight over their department for reimbursements, **Action:** Approve, **Moved by** Tim Darrington – Member.

- f. Heward asked for clarification of the \$50.00 per day limit. Kunau said receipts have to match up with what is paid for or reimbursed. He posed the question if it is an open-ended pay and if that amount could be paid for an employee and spouses meal or would the receipt have to show one meal for the employee up to \$50.00 per day. Christensen said the receipt has to reflect the actual transaction that is not to include any spouse, child, or anything that is inappropriate.
- g. Larsen again stressed that would be rectified in the policy change. He just needed to know to modify the calculations on the reimbursement form to reflect the Board's decision.

9:42 AM **Motion rescinded by** Tim Darrington – Member

- h. Darrington said we need to get this correct by revision of our policy. Abenroth said he would work to get that in place by the end of December. He further stated the Reimbursement Form works hand-in-hand with the policy change.
- i. Larsen agreed stating the self-calculating programming for the Reimbursement Form needs to reflect the policy change decisions, so it would be best to carry forward with the current process until the Board adopts both.
- j. Darrington said this makes a much cleaner presentation. Larsen said he also feels more comfortable presenting that to the outside auditor as well as the IRS should if that were necessary.
- k. Christensen expressed concerns about his need in just tracking mileage for the month rather targeting meetings as this comprehensive form does. Larsen said he could easily add a second page that just enumerates purpose or reasoning for travel and simple mileage to meet his need.

16) 9:51 AM Review for approval letter of request for funding from the Mini-Cassia Shelter Advocates Against Violence

- a. Linda Brennan from what was formerly known as the Mini-Cassia Woman's Shelter requested support for their organization in the amount of \$1,000.00.

- b. The Board asked Abenroth and Heward what experience they had with the group. Christensen questioned their loss of funding.
- c. Larsen indicated that according to the Minidoka County Clerk, they had budgeted \$1,000.00 this year for the group.
- d. Abenroth reiterated to the Board that constitution provisions state that donations to associations is typically not allowed.
- e. Christensen expressed he did not know how much of those funds are used for administration and what their overhead costs are. He said he felt it is a slippery slope.
- f. Kunau said he knew they did not have a lot of money and he also knows a number of people who donate a lot of time with them. Loss of funding apparently was due to reports not being filed correctly. He reported that there had been a change of staff but they had to go so many months before they could apply for State funding again. Kunau expressed concern that if they closed their doors, where would the people they serve go.
- g. Darrington said though they may have problems, they are trying to provide a good service for women who are being abused. It is a place for them to go immediately. If it were to prevent a tragic situation, it is money well spent. It is a place of refuge for women and children who are abused and it makes it difficult to walk away from this request. The amount is not a considerable amount to be requesting of the County according to Darrington.

9:59 AM **Motion:** Being proactive by providing \$1,000.00 to the Mini-Cassia Shelter Advocates Against Violence rather than just saying no as these are people who are trying to do good, **Action:** Approve, **Moved by** Tim Darrington - Member, **Seconded by** Bob Kunau, Chair.

**Vote:** Motion passed (**summary:** Yes = 2, No = 1, Abstain = 0).

**Yes:** Bob Kunau, Chair, Tim Darrington - Member.

**No:** Paul Christensen - Member.

- h. Kunau said we agreed we would give them funds earlier but did not follow through as there were issues that didn't get clarified but many people have worked diligently for their cause.

17) 10:17 AM Executive Sessions – Consider records exempt from public disclosure and to address personnel matters, consider personnel matters, and to communicate with legal counsel regarding pending/imminently-likely litigation

10:17 AM **Motion and Action:** Enter Executive Sessions pursuant Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure, pursuant Idaho Code § 74-206 (1) (b) to consider personnel matters, and pursuant Idaho Code § 74-206 (1) (f) to communicate with legal counsel regarding pending/imminently-likely litigation, **Moved by** Tim Darrington - Member, **Seconded by** Paul Christensen - Member.

**Vote:** Motion carried by unanimous roll call vote (**summary:** Yes = 3).

**Yes:** Bob Kunau, Chair, Paul Christensen - Member, Tim Darrington - Member.

12:46 PM **Motion:** Acting on the recommendation of the Social Services Director for indigent matters, to authorize expenditure of up to \$4744.00 to be paid from the Employees Benefit Fund for a matter, and to allow ELAP and MBA representatives to negotiate on health claims., **Action:** Approve, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

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18) 12:48 PM Continuation of Executive Sessions

1:30 PM Following Executive Sessions, no action was taken

19) 1:30 PM Adjourn

1:30 PM **Motion and Action:** Adjourn, **Moved by** Paul Christensen - Member, **Seconded by** Tim Darrington - Member.

Motion passed unanimously.

APPROVED:

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

Bob Kunau, Chair

CLERK OF THE BOARD:

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

Joseph W. Larsen

## **COUNTY EXPENDITURES ATTACHMENT**



**COUNTY EXPENDITURES**

**12/4/2017**

	<b>DEPARTMENT</b>	<b>FUND/DEPT</b>	<b>AMOUNT</b>
<b>104 Current Expense Fund</b>	COUNTY COMMISSIONERS	104.401	\$673.31
	AUDITOR & RECORDER	104.402	\$333.11
	TREASURER	104.404	\$459.00
	ASSESSOR	104.405	\$0.00
	PUBLIC DEFENDER	104.408	\$0.00
	AGRICULTURAL EXTENSION	104.410	\$0.00
	COUNTY BUILDING	104.411	\$213.27
	JUDICIAL CENTER	104.412	\$351.55
	BOARD OF HEALTH	104.413	\$0.00
	PLANNING & ZONING	104.414	\$0.00
	GENERAL	104.415	\$4,022.81
	CIVIL DEFENSE	104.416	\$0.00
	COUNTY ELECTIONS	104.417	\$0.00
	LAW ENFORCEMENT BUILDING	104.418	\$23.31
	COUNTY ADMINISTRATION	104.419	\$3,562.04
VETERANS SERVICE OFFICER	104.421	\$1,060.90	
<b>CURRENT EXPENSE FUND TOTAL</b>			<b>\$10,699.30</b>
<b>Dedicated Funds</b>	SOCIAL SERVICES	105.502	\$1,510.50
	CONFLICT INDIGENT DEFENDER	105.504	\$4,899.00
	CASSIA COUNTY COURTS	106.602	\$138.36
	COUNTY ROAD & BRIDGE	107.707	\$1,534.65
	WEED & PEST	108.708	\$0.00
	SOLID WASTE	109.709	\$0.00
	AMBULANCE SERVICE	110.710	\$16,941.67
	FAIR EXHIBITS	111.711	\$0.00
	HISTORICAL SOCIETY	112.712	\$0.00
	COMMUNITY COLLEGE	113.713	\$0.00
	REVALUATION	114.714	\$295.00
	9-1-1 COMMUNICATIONS	115.715	\$7,707.42
	CONSOLIDATED ELECTIONS	116.716	\$37.84
	COUNTY WATERWAYS	117.717	\$0.00
	COUNTY SNOWMOBILE	118.718	\$0.00
	ASSESSOR TRUST	123.323	\$0.00
	K-9 TRUST	128.328	\$0.00
	EMERGENCY MEDICAL SERVICE	133.733	\$0.00
	NARCOTICS SEIZED ASSETS	134.334	\$1,938.34
	CASSIA DRUG TASK FORCE	136.736	\$0.00
	D.A.R.E. TRUST	137.737	\$0.00
	PHYSICAL FACILITIES	144.744	\$57,641.99
	ADULT MISDEMEANOR PROBATION TRUST	149.349	\$0.00
	ADULT MISDEMEANOR PROBATION	149.749	\$15,646.20
	VIOLENT PREDATOR ACCOUNT	150.750	\$0.00
BOX ELDER COUNTY BOOKMOBILE	151.751	\$0.00	
WIDOW BENEFIT TRUST	198.798	\$0.00	
<b>DEDICATED FUNDS TOTAL</b>			<b>\$108,290.97</b>
<b>130 Justice Fund</b>	JUSTICE FUND	130.330	\$0.00
	CLERK OF THE DISTRICT COURT	130.803	\$0.00
	MINI-CASSIA JUVENILE PROBATION	130.805	\$0.00
	PROSECUTING ATTORNEY	130.807	\$772.56
	CORONER	130.809	\$0.00
	SHERIFF - PATROL	130.821	\$439.38
	SHERIFF - INVESTIGATIONS	130.822	\$514.33
	SHERIFF - DISPATCH	130.823	\$100.36
	SHERIFF - ADMINISTRATION	130.824	\$652.14
	MINI-CASSIA CRIMINAL JUSTICE CENTER	130.827	\$12,564.85
	MINI-CASSIA JUVENILE DETENTION CENTER	130.828	\$0.00
	SHERIFF - PATROL (City of Burley)	130.851	\$27.39
	SHERIFF - INVESTIGATIONS (City of Burley)	130.853	\$331.47
	SHERIFF - ADMINISTRATION (City of Burley)	130.854	\$110.12
	<b>JUSTICE FUND TOTAL</b>		
<b>TOTAL EXPENDITURES</b>			<b>\$134,502.87</b>

## **ATTENDANCE LOG ATTACHMENT**

# Cassia County Commissioner Meeting

## Attendance Log

Date: 12-4-17

	<b>NAME (Please Print)</b>	<b>TOWN</b>	<b>REPRESENTING</b>
1.	JOSEPH W. LARSEN	Burley	CLERK
2.	Jay Howard	County	S.O.
3.	Kelly Bowen	Burley	BIG
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