

## JEROME COUNTY COMMISSIONERS

Monday, January 25, 2016

PRESENT: Charles Howell, Chairman  
Catherine Roemer, Vice Chairman  
Roger Morley, Commissioner  
Jane White, Deputy Clerk

Meeting convened at 9:01 A.M.

### COMMISSIONER COMMITTEE REPORTS

Commissioner Morley had participated in the Jerome Chamber of Commerce Business After Hours event at the First American Title Company and a Republican Party meeting.

Commissioner Roemer had attended a South Central Community Action Partnership board meeting.

Commissioner Howell brought the Board a booklet with statistics in it from a SIRCOMM (Southern Idaho Regional Communications) meeting and updated the Commissioners on activities of the center. He had also attended Business After Hours.

All the Commissioners had attended employee training to help qualify the County for a reduction in its liability insurance premium.

### BUSINESS AND/OR ADMINISTRATIVE MATTERS

Commissioner Morley said he would like the Board to show interest in the State of Idaho establishing a Crisis Center in Jerome County and asked the other Commissioners' opinions.

The Board signed Employee Time Record forms for Clinton Blackwood, Arthur Brown, Brent Culbertson, Kyle Fisher, Robert Smith, and Linda Underwood.

The Board signed a hangar lease for Albert Lockwood DBA Lockwood Farms.

The Board signed a Leave Request/Sick Time form for Arthur Brown.

### CLAIMS

Commissioner Howell signed claims for the January 13, 2016, to January 26, 2016, claim cycle as follows: **Treasurer**, \$101.00; **Coroner**, \$25.03; **Civil Defense**, \$49.94; **County Agent**, \$2,043.57; **Data Processing**, \$1,004.25; **Elections**, \$1,285.14; **General**, \$24,157.03; **Planning and Zoning**, \$420.98; **Subtotal General**, **\$29,086.94**; **Sheriff**, payroll \$4,102.51, accounts payable \$514.11, total \$4,616.62; **Sheriff-Detention**, \$4,222.64; **Adult Probation**, \$1,295.45; **Prosecutor**, \$189.96; **Public Defender**, \$3,098.50; **Juvenile Probation**, \$2,140.15; **General Justice**, payroll \$843.23, accounts payable \$586.30, total \$1,429.53; **Subtotal Justice, payroll \$4,945.74, accounts payable \$12,047.11, total \$16,992.85**; **Airport**, \$450.00; **District Court**, \$11,310.94; **Health District**, \$9,821.00; **Indigent**, \$3,400.78; **Revaluation**, \$109.44;

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**Correctional Facility, \$482,290.66; Totals, payroll \$4,945.74, accounts payable \$548,516.87, Grand Total, \$553,462.61.**

### **OLD BUSINESS**

It had been brought to the Board's attention that it needed to make a correction to its minutes.

❖ A Motion was made by Commissioner Howell to correct the minutes of February 11, Page 5, to change the polling place for the Eden Precinct to "First Segregation Fire District, 235 Wilson Avenue, Eden." It was seconded and carried with unanimous ayes. Commissioner Roemer was not present.

### **BRENT CULBERTSON—MAINTENANCE REPORT**

Maintenance Supervisor Brent Culbertson was present.

Culbertson said he was seeking bids for construction of a new courtroom at the Judicial Annex Building.

➤ It was determined the Board would seek legal counsel regarding necessary contracts and bonding.

Culbertson reported he had installed a new toilet in a holding cell at the Annex and that he would be sanding and refinishing the back stairs of the Courthouse. He said a part-time custodian at the Annex had resigned but that he had interviewed another person for the position and that she would be hired effective February 1.

### **KYLE FISHER—PROBATION REPORT**

Probation Administrator Kyle Fisher was present.

Fisher reported he and one of his juvenile probation officers had attended two days of gang training in Boise. He said the National Institute of Corrections had accepted his newest adult probation officer to learn of pre-trial court services in Denver, which would be paid with federal funding.

Both misdemeanor and juvenile probation officers were now working 40-hour weeks, according to Fisher. He said his office had collected \$94,000 in fees during the previous year, which was a reduction from the prior year.

### **BOB SMITH—VETERANS REPORT**

Veterans Service Officer Bob Smith was present.

Smith commented on his monthly written report. He had served eleven veterans, one of whom was a new enrollee, and two of whom were outreach visits.

### **TEVIAN EKREN-KOBER—MOBILE HOME TAX CANCELLATION**

Treasurer Tevian Ekren-Kober was present.

Ekren-Kober explained that a mobile home was uninhabitable and unsellable but had not been removed from the tax roll.

❖ A Motion was made by Commissioner Morley to cancel the remaining tax, penalty, interest, and fees in the amount of \$90.60 for Venita Martin, Parcel No. MH092OE213005B. It was seconded and carried with unanimous ayes.

### **DISCUSSION—APPROVAL OF ATTENDANCE RECORDS**

Emergency Management Coordinator Clint Blackwood was present.

The Board questioned Blackwood on his recently submitted monthly attendance record.

Payroll Clerk Lorrann Morrell was present. She said an employee's hours and benefits taken would need to add up to either 37 ½ or 40 hours in a week.

Commissioner Roemer said supervisors would need to verify that benefits listed did not exceed the accrual balances of an employee.

Attorney Mike Seib, Chief Deputy Clerk Tracee McKim, Sheriff Doug McFall, and Deputy Sheriff Jack Johnson were present.

Seib stated that it was a glitch in the County's payroll system that hourly employees do not have fluctuating amounts in their monthly checks, but it was determined it would be a hardship for employees if the system were changed.

Seib advised that if an employee's time record did not reach a 37 ½ or 40-hour week, he or she would be subject to leave without pay for the missing time.

➤ It was determined the Commissioners and the payroll clerk would set a meeting with department heads to clarify approving attendance records as well as to discuss Courthouse security after the sheriff's offices move to the new correctional facility.

### **DISCUSSION--\$500 POLICY**

Present were Attorney Mike Seib, Chief Deputy Clerk Tracee McKim, Sheriff Doug McFall, and Deputy Sheriff Jack Johnson. Also present by speakerphone was Dean Condie, outside auditor.

Condie explained that the County considers amounts over \$5,000 as capital expenditures, which are subject to depreciation. He said the Commissioners' pre-approval of expenditures is to make sure that departments stay within their budgets.

Sheriff McFall offered details of a \$600 claim he had submitted, followed by Board discussion.

❖ A Motion was made by Commissioner Howell to amend the \$500 limit to state: "Individual items over \$500 need pre-approval by the County Commissioners." It was seconded and carried with unanimous ayes.

Meeting recessed at 12:12 P.M.

Meeting reconvened at 1:18 P.M.

### **MICHELLE EMERSON—SIGN INTEGRA AGREEMENT**

Chief Deputy Clerk Tracee McKim was present in lieu of Michelle Emerson, who was absent due to illness.

McKim presented for signature an agreement with Integra to scan criminal and civil files as approved on January 4.

❖ A Motion was made by Commissioner Roemer to authorize the chairman to sign the Confidentiality Agreement with Integra PaperLESS Business Solutions (“Integra”). It was seconded and carried with unanimous ayes.

McKim also offered a management letter to sign from the County’s outside auditors, but it was determined it would be more appropriate for the County clerk and her chief deputy to sign it.

### **KATHLEEN HITE—EHM FINDINGS**

Fairgrounds Manager Kathleen Hite was present. Also present were David Thibault and Chris Harmison from EHM Engineers.

Hite gave the Board a proposal for removing and replacing a retaining wall at the Fairgrounds as well as fencing horse corrals.

- She said she would advertise for bids to do the work.

Thibault said he had spoken with City of Jerome officials about a road at the Fairgrounds but had not reached agreement on the City’s right-of-way. He recommended digging a V-ditch to eliminate water from the Fairgrounds from flooding private property. Thibault advised other modifications to rid the Fairgrounds of internal flooding and said that some excavation and regular pipe maintenance would be necessary.

- Commissioner Roemer requested that Thibault submit a priority list of phases to complete at the Fairgrounds.

The Commissioners agreed that the first priorities would be to clean out pipes and to address flooding onto private property.

- Hite said she would obtain some quotes to build a fence to prevent encroachment on improvements.

### **RUSS MOORHEAD—JAIL UPDATE**

Deputy Sheriffs Jack Johnson and Marisela Ibarra were present. Also present was Russ Moorhead, LCA Architects.

Moorhead updated the Board on construction that had been finished at the County’s new criminal justice facility and said the building was 81 percent completed. He believed that the

sheriff's office could begin moving into the new structure by mid-March and that training of jail staff could also begin then.

➤ Another update from Moorhead was scheduled for February 29, which would include a tour of the new jail.

#### **NANCY KUNAU—JUVENILE TOBACCO/ALCOHOL PROGRAM**

Attorney Mike Seib and Deputy Sheriff Jack Johnson were present. Also present was Nancy Kunau, juvenile tobacco/alcohol case coordinator; and George Panagiotou, president of the Snake River Canyons Park board.

Kunau informed the Commissioners that her position had been eliminated because Twin Falls County would no longer support her services by allowing her an office and covering her liability insurance. She said she had served youth for seven years from Jerome, Lincoln, Gooding, Blaine, Minidoka, Cassia, and Twin Falls Counties as well as from Jackpot, Nevada, with funding from the State of Idaho.

Kunau regretted the end of a program that she said was positive for youth. She added probation procedures monitor youth, while her program provided a curriculum and skill set for the juveniles.

#### **AMEND HARDSHIP EXEMPTION APPLICATION**

Attorney Mike Seib was present. Also present was George Panagiotou, president of the Snake River Canyons Park board.

The Commissioners discussed modifications to the Hardship Application for determining whether to exempt payment of property taxes.

Treasurer Tevian Ekren-Kober was present.

Seib advised regarding the procedure the Commissioners might want to follow.

➤ It was determined to meet with the County clerk and Social Services director on February 8 to discuss procedures further.

#### **MIKE SEIB—LEGAL COUNSEL**

Attorney Mike Seib was present. Also present was George Panagiotou, president of the Snake River Canyons Park board.

**Snake River Canyons Park Discussion:** The Commissioners discussed whether to pay funds for Park development as a lump sum or upon approval of costs for specific projects.

❖ A Motion was made by Commissioner Howell to instruct George Panagiotou that projects with costs for the Snake River Canyons Park be reviewed and approved by the Commissioner board before implementing projects paid for with County funds. It was seconded and carried with unanimous ayes.

**Urban Renewal Decision:** Seib advised the first step to approving another Urban Renewal district would be for the Commissioners to determine that its area was desolate. He recommended using the same reasoning cited when forming the County's first Urban Renewal district if the land in question were near the first district and similar in nature.

**APPROVE CLAIMS**

❖ A Motion was made by Commissioner Howell to approve the claims as written. It was seconded, followed by discussion in which Commissioner Roemer said she would not approve a claim from the sheriff's department with no agenda of meetings attended attached. The motion carried with unanimous ayes.

The Board signed a Claims Approval Report dated January 22, 2016, for the Justice Fund, with a grand total of \$28,771.20.

The Board signed a Claims Approval Report dated January 22, 2016, for the Indigent Fund, with a grand total of \$3,000.78.

The Board signed a Claims Approval Report dated January 22, 2016, for the Court Trust-ISTARS, Court Bond Trust, and Restitution-Courts Funds, with a grand total of \$14,738.64.

The Board signed a Claims Approval Report dated January 22, 2016, with a grand total of \$63,281.43, for the following funds: General, Airport, District Court II, Justice, Health District, Indigent, and Revaluation.

**READ AND APPROVE MINUTES**

❖ A Motion was made by Commissioner Howell to approve the minutes of January 22 as presented. It was seconded and carried with unanimous ayes.

**INDIGENT MATTERS**

❖ A Motion was made by Commissioner Morley to follow staff recommendations for indigent matters. It was seconded and carried with unanimous ayes. Approved was Case No. M016-003. Denied were Case Nos. 1516-027; 1516-028; and 1516-029.

Meeting adjourned at 5:30 P.M.

Respectively submitted:

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Jane White, Deputy Clerk

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Charles M. Howell, Chairman

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Catherine M. Roemer, Commissioner

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Roger M. Morley, Commissioner