

## **JEROME COUNTY COMMISSIONERS**

Monday, October 3, 2016

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

Meeting convened at 9 A.M.

### **COMMISSIONER COMMITTEE REPORTS**

Commissioner Morley reported he had attended informative classes at the Idaho Association of Counties (IAC) conference in Boise. He added he had been working on details for developing the Snake River Canyons Park and would be presenting information to the Board soon.

Commissioner Roemer reported from the Planning and Zoning Commission meeting that the Commission desired a directive from the Board of Commissioners about updating the Comprehensive Plan.

Commissioner Howell said he and other community leaders had met with an ag-related company that was considering locating in Jerome County and that he would also tour with another prospective company the next day. He reported from the IAC conference that caseload limits of Jerome County public defenders exceed guidelines for the number of cases they should handle.

### **BUSINESS AND/OR ADMINISTRATIVE MATTERS**

Chief Deputy Sheriff George Oppedyk was present. He explained why the sheriff's office needed two new patrol rifles. He said each deputy possesses a rifle, a shotgun, and a pistol.

❖ A Motion was made by Commissioner Howell to approve the purchase of two new patrol rifles at \$760 each. It was seconded and carried with unanimous ayes.

Commissioner Roemer said she would like the Board to review the veterans officer job description before advertising to fill the position.

The Board signed a Request for Employee Wage Change form for Jaime Rupert as the newly hired fair manager.

The Board signed a Payroll Claims Approval by Fund, with a grand total of \$294,951.49, and a Direct Deposit Detail, with a grand total of \$187,387.58, both for the September payroll.

The Board signed a leave request for Clint Blackwood.

The Board signed four leave requests for Kyle Fisher.

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### **SIGN PATHOLOGY CONTRACT**

The Board was in receipt of a renewal agreement with Ada County for pathology services. Coroner Gerald Brant had advised that using the autopsy services of that county was Jerome County's only practical option.

❖ A Motion was made by Commissioner Morley to accept the agreement for pathology services between Jerome and Ada Counties. It was seconded and carried with unanimous ayes.

### **SIGN MINI-CASSIA JUVENILE DETENTION CENTER AGREEMENT**

The Board determined to delay signing an agreement with the juvenile detention center until it could consult the probation administrator and/or its legal counsel.

### **SIGN APPRAISAL SERVICES AGREEMENT**

Assessor Rick Haberman was present. He had submitted an agreement with Scott Erwin dba Erwin Insurance and Appraisal Services to appraise certain commercial properties in the County.

❖ A Motion was made by Commissioner Roemer to adopt the Jerome County Agreement for Appraisal Services for the County Revaluation Program as submitted by Assessor Rick Haberman. It was seconded and carried with unanimous ayes.

### **DETERMINE A DATE FOR OCTOBER JAIL INSPECTION**

Commissioners Howell and Morley said they would be interested in accompanying the State jail inspector for the Board's quarterly jail inspection; she was scheduled to inspect the new Jerome Justice Facility on October 27.

### **COMMENTS FOR COMMUNITY ACTION GRANT**

The Board was in receipt of a letter from the Community Action agency seeking its comments on a grant for 20 homes under the Mutual Self-Help Housing Program.

➤ The Commissioners determined to check "it has no adverse effect" on the comment page provided.

❖ A Motion was made by Commissioner Morley to sign the comment page for the South Central Community Action Partnership to support its bridges toward self-sufficiency program. It was seconded and carried with unanimous ayes.

### **STEVE HINES—EXTENSION OFFICE REPORT**

Extension Educator Steve Hines was present for his monthly report from the University of Idaho Extension Office.

Hines reported he had attended fair board, market animal sale, and 4-H leaders' council meetings and that the annual 4-H awards dinner would be that evening.

Hines said he was in the process of harvesting corn silage trials and that he would be planting winter wheat trials. He was scheduled to give a presentation on pesticide prevention safety for golf courses.

Hines informed the Board that three applications had been received for the open extension educator position in his office and that interviews were pending.

Commissioner Roemer asked about comp time accumulated by the 4-H aide; Hines said his goal was for her to have reduced her comp hours significantly before Fair time next year.

The Board also discussed manure violations with Hines.

#### **LORRANN MORRELL—EMPLOYEE PAYROLL**

Payroll Clerk Lorrann Morrell and Chief Deputy Clerk/Technology Specialist Tracee McKim were present.

Morrell said only two employees who are currently not eligible for compensatory time would need to be granted it under the new Affordable Care Act and that one of them has access to the use of a time clock.

Morrell had researched the cost of a computer time-keeping program and said yearly licensing for all employee computers would be the major expense. Discussion was held with McKim about obtaining time clock portals through Computer Arts, which she preferred because the County already uses Computer Arts for its technology needs.

➤ It was determined McKim would ask Computer Arts about custom programming. A representative of the company was later added to the October 17 agenda.

#### **MICHELLE EMERSON—COMPUTERS AND MONITORS**

Chief Deputy Clerk Tracee McKim was present.

McKim reported the clerk's office had outdated computers and monitors to destroy; she said the computers had the hard drives removed and that there was no use for the equipment.

❖ A Motion was made by Commissioner Howell to authorize Michelle Emerson's office to dispose of computers and monitors as discussed. It was seconded and carried with unanimous ayes.

➤ Commissioner Morley said he would pick up the equipment and take it to the transfer station for proper disposal.

#### **DECISION—QUICK RESPONSE ALLOCATIONS**

The Board discussed how to allocate the \$20,000 budgeted for Quick Response Units (QRUs) in FY 2016-17.

➤ It was determined to provide \$3,000 and another \$2,000 with receipts to show additional expenses. Another \$3,000 would be allocated if a QRU provided proof of a project or extraordinary expenses.

A letter was drafted to send to the City of Jerome Fire Department apprising its QRU unit of the budgeted amounts for FY 2016-17.

**DAVID RODRIGUEZ—CONCRETE REPAIR**

Maintenance Supervisor Brent Culbertson was present. David Rodriguez was not present.

Culbertson reported that he had purchased materials to refurbish the steps in front of the Courthouse but that in a few more years the County should provide for a reconstruction of the steps. He said the bricks with names on them could be recreated and sealed with a coating reapplied periodically.

➤ The Board discussed with Culbertson the refurbishing of former patrol offices in the Courthouse and reaffirmed that the veterans service officer would occupy the larger room and the cemetery district, the smaller one.

Meeting recessed at 11:50 A.M.

Meeting reconvened at 1:20 P.M. with Commissioners Roemer and Morley present and Commissioner Roemer presiding.

**GARTH BAKER—AGREEMENT WITH TWIN FALLS AIRPORT**

Airports Manager Garth Baker was present. Also present was Phil Lovesee, traffic manager of the Twin Falls Airport.

Lovesee explained an agreement between the Jerome and Twin Falls Airports written by the Federal Aviation Administration (FAA). The Board discussed the merits of the agreement that outlined responsibilities for reporting runway and taxiway conditions.

Commissioner Roemer requested that signature lines for all three Commissioners replace the signature of only the airport manager because of County liability.

1:39 P.M. - Commissioner Howell was present and presiding.

Lovesee continued his explanation of the document. He gave an example of the Jerome Airport manager notifying the Twin Falls Airport if he were plowing the runway, which would prevent Twin Falls from sending a plane to a runway that was not available.

Commissioner Roemer questioned whether Baker would receive necessary training, and Lovesee said he had learned from a Webinar and that the system was new for all involved.

❖ A Motion was made by Commissioner Morley to accept the Letter of Agreement for the Jerome Airport to apprise the Twin Falls Airport traffic control tower of surface conditions at the Jerome Airport. It was seconded and carried with unanimous ayes.

➤ Lovesee said he would modify the signature page and verify the document with the FAA before returning it to the Board for signatures.

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### **JIM SPINELLI—KIWANIS PRESENTATION**

Revis Turner, representing Kiwanis International, was present.

Turner sought awareness and membership encouragement from the Commissioners, saying that the local Kiwanis Club was struggling to have enough members to accomplish projects for area youth. He said Kiwanis was offering corporate membership in which all members of an organization could participate in Kiwanis activities.

A Motion was made by Commissioner Morley for Jerome County to join the Jerome Kiwanis Club. The motion died for lack of a second.

- Commissioner Roemer suggested posting advertisements for membership.

### **CLINT BLACKWOOD—SIGN CLOSEOUT OF 2015 GRANT**

Emergency Management Coordinator Clint Blackwood was present.

Blackwood presented a document for signature that showed Jerome County had not spent all the funds awarded it in 2014.

❖ A Motion was made by Commissioner Morley to allow Commissioner Howell to sign the Idaho Office of Emergency Management 2015 Final Grant Adjustment Notice. It was seconded and carried with unanimous ayes.

### **TEVIAN EKREN-KOBER—ACTIVE SHOOTER PRESENTATION**

Treasurer Tevian Ekren-Kober, Probation Administrator Kyle Fisher, and Emergency Management Coordinator Clint Blackwood were present.

Ekren-Kober recommended active shooter training for County employees. She said she had attended a class given by a police officer with information that could possibly save a life. The instructor would volunteer his time to offer the training to employees on a Friday.

- The Board asked that the treasurer obtain some possible dates.

### **KYLE FISHER—PROBATION REPORT**

Probation Administrator Kyle Fisher was present.

Fisher reported on trainings for his department, including pre-trial, juvenile risk assessment, and firearms. He said Juvenile Officer LaMar Brooks had engaged the Jerome school district in restorative conferencing.

Fisher told the Board the County had 89 open juvenile cases, including sex offenders and those committed to State incarceration. Misdemeanor cases totaled 269, with \$5,000 in fees collected during July.

## **MIKE SEIB—LEGAL COUNSEL**

Attorney Mike Seib was present.

**Per Diem in the Employee & Supervisor Manual:** Seib presented changes for the Employee & Supervisor Manual, according to the Board's directive on September 19, to exclude reimbursement for meals that an employee does not pay for at conferences.

❖ A Motion was made by Commissioner Morley to change the employee manual regarding overnight business trips to include additional verbiage written by Mike Seib. It was seconded and carried with unanimous ayes.

➤ Seib said he would prepare a resolution to change the Manual.

❖ **Executive Session:** 2:57 P.M. – A Motion was made by Commissioner Howell to go into executive session per Idaho Code Section 74-206(1)(b) regarding personnel. It was seconded and carried with a unanimous roll call vote.

3:40 P.M. – Return to open session.

A Motion was made by Commissioner Howell to authorize Mike Seib to proceed as discussed in executive session as well as to continue with person's recommendation and to authorize the chair to sign any paperwork produced from Mr. Seib's discussion with the person hired.

Commissioner Howell withdrew his motion.

❖ A Motion was made by Commissioner Howell to authorize the chair to sign a proposal as presented in executive session. It was seconded and carried with unanimous ayes.

❖ A Motion was made by Commissioner Howell to authorize Mike Seib to proceed as discussed in executive session and to authorize the chair to sign any paperwork produced from Seib's discussion. It was seconded and carried with unanimous ayes.

## **SIGN MINI-CASSIA JUVENILE DETENTION CENTER AGREEMENT, Continued** **from A.M.**

Seib advised the agreement had not changed from the previous year.

❖ A Motion was made by Commissioner Howell to sign the Memorandum of Agreement between the County and Minidoka County, representing the Mini-Cassia Juvenile Detention Center. It was seconded and carried with unanimous ayes.

## **READ AND APPROVE MINUTES**

❖ A Motion was made by Commissioner Howell to approve the minutes of September 26, 2016, as presented. It was seconded and carried with unanimous ayes.

**INDIGENT MATTERS**

❖ A Motion was made by Commissioner Morley to follow staff recommendations regarding indigent matters. It was seconded and carried with unanimous ayes. Dismissed was Case No. 1516-071.

**MIKE SEIB, LEGAL COUNSEL, Continued**

Prosecutor John Horgan and Deputy Prosecutor Mike Seib were present

❖ **Executive Session:** 3:58 P.M. – A Motion was made by Commissioner Howell to go into executive session per Idaho Code Section 74-206(1)(b) regarding personnel. It was seconded and carried with a unanimous roll call vote.

4:19 P.M. – Return to open session.

John Horgan tendered his resignation, effective October 31, 2016.

Meeting adjourned at 4:22 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