



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, April 25, 2024
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Chief of Staff Braden Clayson

## Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action item)</p> <p><b>Claims Agenda:</b></p> <ul style="list-style-type: none"> <li>• Board of Ambulance District: Invoices and Commissioner Report</li> <li>• Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li> <li>• Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>• Payroll Report</li> <li>• Alcohol Licenses and Permits</li> <li>• Certificate of Residency Approval</li> <li>• Mileage Reimbursement Requests</li> <li>• Technology Request Form</li> <li>• Memorandum Authorization for Accounts Payable</li> <li>• Cardholder User Agreement and Authorization</li> </ul> <p><b>Work Session Agenda:</b></p>
2	<ul style="list-style-type: none"> <li>• Scott Crowther, Business Manager and Event Director, seeking approval of and signature on contracts for the 4-H Showmanship Clinic and 4-H Practice Highmountain Riders (requested 10 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>• Shanda Crystal, Chief Procurement Officer, request to provide procurement update</li> </ul>
4	<ul style="list-style-type: none"> <li>• Kristi Klauser, Comptroller, requesting to use grant match money to finish spending out Bannock County Sheriff's Office Byrne grant funds (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>• Dave Martinez, Public Defender, requesting to discuss an exceptional placement for the Public Defender's Office with possible Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes)(action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Todd Mauger, Juvenile Justice, regarding (1) approval to apply for Idaho Department of Justice Grant 2025 for Safe Teen Assessment Centers; (2) request to accept Addendum to Limited Longevity Support Grant Funding Award Project #: BANNOCK6; (3) request approval to Carryover Funds from SFY23 to SFY24, and; (4) discussion and approval of part-time job description adjustments based on changes to job duties at the Village (requested 20 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Anita Hymas, Assessor, seeking to review Property Tax Exemptions (requested 15 minutes) (action item)</li> </ul>
8	<ul style="list-style-type: none"> <li>• Read Property Tax Exemptions into the minutes (action item)</li> </ul>
9	Fiscal Year 2025 Budget Preparation Meeting (potential action item)

## Meeting Notes

- 1 9:00 AM Moser called the meeting to order. Hough moved to enter the Board of Ambulance. The motion passed. Hough moved to approve invoices and exit the Board of Ambulance. The motion passed. Hough moved to approve the invoices. The motion passed. Hough moved to approve the salary forms. The motion passed.
- 2 Events Manager Chaney Colter, Events Coordinator Annie Hughes, Extension Educator Nikki Ennis, 4H Leader Curtis Austin. Austin requested a fee waiver for club practice in the arena for 4H. Hough moved to approve the Highmountain contract and fee waiver. The motion passed. Ennis reviewed the showmanship clinic and requested a fee waiver. Hough moved to approve the 4H fee waiver. The motion passed.
- 3 9:07 AM Crystal gave updates on procurement projects.
- 4 9:11 AM Klauser reviewed there is \$370.92 left in the Byrne grant funds and requested to use the grant match budget for \$3,480.47 to purchase another Toughbook or return the funds. Hough moved to proceed with utilizing the funds. The motion passed.
- 5 9:13 AM Senior Management Assistant Janelle Christensen also appeared. 9:13 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. 9:15 AM Hough moved to exit executive session. The motion passed. Hough moved to approve the exceptional placement. The motion passed.
- 6 9:16 AM Mauger explained the state is not providing additional funds for assessment centers, but the Idaho Department of Juvenile Corrections has put out a grant for screening assessments. Additionally, funds were added to FY24 funds from the state with the ability to carry the funds over. There is no match for the grant. Hough moved to approve application for the grant, accept the addendum for longevity support, and carry over funds to FY25. The motion passed.  
9:21 AM Mauger reviewed proposed job description changes, pathways for referrals, and processes. Hough moved to approve the revisions to the job descriptions. The motion passed.  
9:30 AM Mauger reported on The Village's successes, direct admits for children on the brink of suicide, screening stats, referral sources, and Americorp staffing.
- 7 9:43 AM Chief Deputy Assessor Randy Hobson also appeared. Hymas shared they sent out reminder  
& cards in January and all applicants responded with application submission. Two spreadsheets were  
8 submitted; one with recommended approvals and the other contains applications with questions. Hough moved to approve the recommended approvals. The motion passed.  
9:45 AM Hobson reviewed the applications with questionable exemption requests.  
9:59 AM The Portneuf Health Trust applications will be forwarded to the Board. Applications were sent in for the real property only. The personal property did not have an application submitted, but will allow the 23% exemption. The recommendations will be updated for approval.
- 9 10:03 AM District Director Maggie Mann, Environmental Health Director Ken Keller, and IT Director Matt Merrill were present. Mann reviewed the district's proposed FY25 budget. Discussion included HB316 language, sources, and a level funding request from counties.  
10:09 AM Mann reviewed Bannock County's proposed contribution based on population and market value. Census data put out in March from the Census Bureau was used.  
10:22 AM Discussion ensued on services received compared to the use and contribution.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit Board of Ambulance and claims, invoices, and salary forms.	Clerk/Auditing
Approved fee waiver for Highmountain Riders and 4H showman clinic.	Parks and Rec
Approved grant match funds to finish out Byrne grant.	Sheriff/Grant Team
Approved exceptional placement.	Public Defender/HR
Approved applying for 2025 Safe Teen Assessment Center grant; addendum to longevity support grant; carrying over grant funds; and job description changes.	Juvenile/HR/ Grant Team
Exemption application list to be updated for approval.	Assessor