



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

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|------------------------|---|
| Date of Meeting:       | Tuesday, June 18, 2024                                  |
| Commissioners present: | Ernie Moser and John Crowder                            |
| Clerk of the Board:    | Jason C. Dixon  |
| Absent Board Members:  | Jeff Hough  |
| Staff present:         | Deputy Clerk Nancy Allen and Comptroller Kristi Klauser |

## Agenda Details

| AGENDA |   |
|--------|---|
| 1      | <b>BOARD OF COMMISSIONERS</b><br>MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)  |
| 2      | <ul style="list-style-type: none"> <li>Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>   |
| 3      | <ul style="list-style-type: none"> <li>Matthew Phillips, Human Resources and Risk Management Director, discussion regarding 1) US Department of Labor Exempt final rule, 2) Idaho Statute §72-1104, and 3) The Industrial Commission Atkinson v. 2M Company with potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b)(requested 30 minutes) (action item)</li> </ul>  |
| 4      | <ul style="list-style-type: none"> <li>Kristi Klauser, Comptroller, seeking approval of and signature on the reoccurring BJA Fiscal Year State Criminal Alien Assistance Program (requested 5 minutes) (action item)</li> </ul>   |
| 5      | <b>LETTERS AND NOTICES (action items):</b><br>Bannock County Public Hearing Notice for a vacation of a portion of Sorelle Road Right-of-Way   |
| 6      | <b>SIGNATURE ONLY (action items):</b><br>Board of Bannock County Commissioners' Proceedings – May 2024  |
| 7      | <b>CONSENT AGENDA (action items):</b> <ul style="list-style-type: none"> <li>Manual Checks</li> <li>Alcohol Licenses and Catering Permits</li> <li>Certificate of Residency Approval</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>Technology Forms</li> <li>Minutes: Approval of Meeting Minutes for June 7, 11, and 13, 2024, and Certification of Said Minutes</li> </ul> |
| 8      | Fiscal Year 2025 budget meetings possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)   |
| 9      | <b>(Amended)</b> Bid opening for the Detention Center HVAC Request for Proposal (action item)   |
| 10     | Fiscal Year 2025 budget meetings possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)   |

## Meeting Notes

- 1 8:59 AM Moser called the meeting to order and reviewed an amendment to the agenda. Crowder moved to approve the agenda as amended. The motion passed.
- 2 9:00 AM Community Resources and Advocacy Director Shantal Lulu presented case number 20240028 for cremation assistance. Crowder moved to approve case number 20240028. The motion passed.
- 3 9:01 AM Phillips reviewed a new rule under FLSA regarding overtime protections and minimum wage. The minimum salary to be exempt from overtime is increasing. The Department of Labor will re-evaluate the rule every three years. Phillips completed an audit of exempt staff and the minimum salary rising only affects one employee, but moving forward, it could affect more.  
9:08 AM Crowder moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote.  
9:30 AM Crowder moved to exit executive session. The motion passed. Discussion ensued on having a list of vehicles taken home with justification. Vehicle policies need updated.
- 4 9:31 AM Klauser reviewed the Sheriff is ready to apply for the SCAAP grant that reimburses for housing illegal aliens. Crowder moved to authorize submission of the grant. The motion passed.
- 5 9:32 AM Crowder moved to approve the public hearing notice for a road vacation. The motion passed.
- 6 9:32 AM Crowder moved to approve the proceedings publication. The motion passed.
- 7 9:33 AM Moser reviewed the consent agenda included an alcohol license, certificate of residency, salary forms, and minutes. Crowder moved to approve the consent agenda. The motion passed.
- 8 10:49 AM Senior Administrative Assistant Teri Johnson and 4H Educator Nikki Ennis appeared to review the Ag Extension budget. Ennis reported changes as a potential retirement pay out and a van. 10:51 AM Regarding 4H, AmeriCorps funding was added to the budget for extra help.  
  
11:05 AM Juvenile Probation Director Matt Olsen and Chief Juvenile Probation Officer Todd Mauger appeared. Olsen explained there are essentially three units, intake and diversion, probation, and intensive services. Adjustments were reviewed to staff, POST completion step increase, on-call, and training.  
11:16 AM Discussion ensued on Juvenile Corrections funding, the block grant, salaries, POST completion step increase, tobacco funds, and probation officers.  
11:19 AM The Juvenile workshop trust, funded through fees primarily, included computers and electronic monitoring. 11:26 AM Discussion ensued on school, cameras, furniture, and Title 1 funds.  
11:31 AM Mauger discussed Medicaid billing,
- 9 10:44 AM Moser reviewed the Detention Center HVAC solicitation. Procurement Officer Shanda Crystal reviewed Western Industrial Motor and Machine Inc for \$116,895.12. Crowder moved to take the bid under advisement. The motion passed.
- 10 12:59 PM Sheriff Tony Manu and Chief Deputy Sheriff Alex Hamilton appeared. Manu reviewed the Sheriff budget increases of 21% are from the fleet lease, critical equipment, and replacing a K9. Discussion ensued on fleet leases and revenue. 1:08 PM The Jail budget increased 10% for a new generator, which Klauser pointed out reserves could be used if available. 1:10 PM The Court Security budget includes the metal detection, which could use reserves or roll over since it's already budgeted. 1:14 PM Manu discussed accomplishments and training.  
1:21 PM Manu discussed the A budget, pay scale, alleviating compression, and requesting lieutenant position. 1:39 PM Moser discussed the request for a code enforcement officer, complaints of Dyer's Woad. A meeting will be scheduled with Noxious Weed and Planning to discuss needs and options. Combining DMV and Driver's License will not be feasible and could be discussed for FY26.  
  
1:58 PM Chief Deputy Assessor Randy Hobson and Assessor Anita Hymas appeared. The DMV budget has changes for postage, computer supplies, and fees.  
  
2:05 PM The Appraisal budget includes a potential retirement payout, and changes in postage, travel, training, uniforms, team building, and vehicles.

## Action Item Summary

| ACTION/DIRECTION   | ASSIGNED TO        |
|--|--------------------|
| Approved amended agenda.   | Clerk              |
| Approved case number 20240028 for cremation assistance.  | Indigent           |
| Approved entry/exit executive session – personnel.   | Clerk              |
| Approved applying for SCAAP grant.   | Sheriff/Grant Team |
| Approved publication of public hearing notice for road vacation petition.                          | Planning/Clerk     |
| Approved publication of Commissioner Proceedings.  | Clerk              |
| Approved consent agenda with alcohol license, certificate of residency, salary forms, and minutes. | Auditing/Clerk     |
| FY25 budget meetings with Ag Extension, Juvenile Probation, Sheriff, Jail, and Assessor.           | Auditing           |

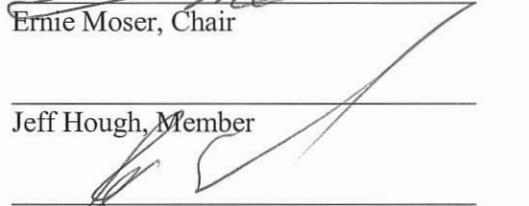
**BOARD OF BANNOCK COUNTY COMMISSIONERS  
MINUTE CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the dates of June 7, 11, and 13, 2024, as approved during the meeting of June 18, 2024.

BOARD OF BANNOCK COUNTY COMMISSIONERS

  
Ernie Moser, Chair

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Jeff Hough, Member

  
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John Crowder, Member

ATTEST:

  
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Jason C. Dixon, Clerk