



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Friday, January 31, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Shantal Lauulu, Comptroller Kristi Klauser, and Attorney Jon Radford

Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action item)</p> <p>Claims Agenda (action items):</p> <ul style="list-style-type: none"> • Board of Ambulance District: Invoices and Commissioner Report • Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session. • Payroll Report • Alcohol Licenses and Permits • Certificate of Residency Approval • Mileage Reimbursement Requests • Technology Request Form • Memorandum Authorization for Accounts Payable • Cardholder User Agreement and Authorization <p>Work Session Agenda (action items):</p>
2	<ul style="list-style-type: none"> • Ian Johnson, Prosecutor, presenting an exceptional placement for applicant with possible Executive Session under Idaho Code §74-206(1)(a) regarding personnel with potential action following adjournment of Executive Session (requested 15 minutes) (action item)
3	<ul style="list-style-type: none"> • Debbie Buehler, regarding a request to transfer ownership of parcel ID RPR4015003409 to the County (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> • Nancy Allen, Administrative Manager, seeking acceptance of the BJA FY24 State Criminal Alien Assistance Program award (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, seeking to provide a procurement update
6	<ul style="list-style-type: none"> • Matthew K. Phillips, Human Resources and Risk Management Director, requesting (1) approval for the HR director to e-sign an annual Terms and Conditions of Use with Knowledge City; (2) approval for compensatory time exceeding a 50 hour accrued balance, and (3) advice pertaining to upcoming financial wellness/education for Bannock County employees (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, regarding signature on Secure Rural Schools and Community Self-Determination Act of 2000 (signature only) (action item)
8	<ul style="list-style-type: none"> • Sign Public Hearing Notices (action item)
9	<ul style="list-style-type: none"> • Bid Opening for Invitation to Bid for Bulk County Fuel (action item)

Meeting Notes

- 1 10:00 AM Hough called the meeting to order. Questions were addressed on court ordered payments and autopsies. Klauser reviewed invoices for YDC building. Moser moved to approve the claims and invoices. The motion passed. Hough moved to approve the salary forms. The motion passed. Moser moved to approve the alcohol license. The motion passed.
- 2 10:06 AM Moser moved to enter into executive session under Idaho Code §74-206(1)(a) regarding personnel. The motion passed by roll call vote.
10:28 AM Hough moved to exit executive session. The motion passed. Hough reviewed office restructuring was discussed and jobs will be posted.
- 3 10:29 AM Administrative Manager Kristi Davenport was present and shared communications and that Planning staff feel this road is good to accept. Buehler reported father was Dave Hall and she is trying to settle his estate. There's part of a road in Inman she would like to gift to the County. Radford reported the deed needs to state the property is a gift. Moser moved to accept the property as a gift. The motion passed.
- 4 10:33 AM Comptroller Kristi Klauser reviewed the grant award. Bullock moved to accept the grant. The motion passed.
- 5 10:35 AM Crystal gave updates on procurement projects.
- 6 10:42 AM Phillips reviewed the comp time policy and that POST training caused one employee to accrue more time than allowed. Moser moved to approve the additional comp time up to 80 hours. The motion passed.
10:45 AM Phillips reviewed online course vendor willing to increase courses and reduce seats for new leader orientations. The agreement has been revised per legal's recommendations. Bullock moved to authorize signature. The motion passed.
10:50 AM Phillips the financial wellness/education for Bannock County employees by ICCU.
- 7 10:51 AM Klauser reviewed the Title III funds report is due and no funds have been spent. Moser made a motion to authorize signature. The motion passed.
- 8 Hough moved to sign the publication notices. The motion passed.
- 9 11:00 AM Hough shared that due to a technical difficulty, an addendum will be issued and another date will be set in the future.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Commission report, invoices, salary form, and alcohol license.	Auditing/Resolution
Approved entry/exit executive session – personnel.	Clerk
Approved gift of property.	Clerk
Approved SCAAP award acceptance.	Grant Team/Sheriff
Approved comp time accrual.	Juvenile/HR
Approved agreement with Knowledge City.	HR
Approved Title III report.	Auditing
Approved publication notices.	Clerk