



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, February 5, 2026
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and PIO Emma Iannacone

Agenda Details

AGENDA	
	Work Session and Claims Meeting (action items)
	Work Session Agenda:
1	<ul style="list-style-type: none"> Kristi Klauser, Auditing, requesting (1) to review Bannock County Events Profit and Loss, and (2) approval of 4th Quarter 2025 Unemployment with possible Executive Session under Idaho Code §74-206(1)(d) to consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code; with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
2	<ul style="list-style-type: none"> Matthew K. Phillips, Human Resources and Risk Management, regarding a personnel request on behalf of Adult Probation with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
3	Claims Agenda: <ul style="list-style-type: none"> Board of Ambulance District: Invoices and Commissioner Report Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications 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
4	Elected Officials Meeting (potential action items)

Meeting Notes

- 9:00 AM Hough called the meeting to order. Klauser reviewed the profit/loss report for concerts. 9:05 AM Business and Events Director Scott Crowther appeared. Discussion ensued on attributing staff time, different reports, and running concerts.

9:39 AM Klauser reviewed the unemployment quarterly billing. Moser moved to approve the billing. The motion passed.

2 Cancelled.

3 9:40 AM Bullock moved to approve the items in the claims agenda. The motion passed.

4 10:01 AM Assessor Anita Hymas, Treasurer Jennifer Clark, Coroner Torey Danner, Comptroller Kristi Klauser, Attorney Jonathan Radford, Sheriff Tony Manu, PIO Emma Iannacone, Management Assistant Kristi Davenport, and (10:11 am) HR Director Matthew Phillips were present.

The Vehicle Use Policy was discussed. Changes will be made to reflect that mileage reimbursement requests will be approved by each elected official.

10:17 AM Phillips reviewed a few personnel policy updates that will be needed regarding the Pregnant Workers Fairness Act, the Pump Act, FMLA travel time to medical appointments, holidays, and statuses. Phillips recommended potential additions of a values statement or guiding principles statement and language to address paid and unpaid travel time. Other items discussed were using comp time before paid leave, code of conduct, Veterans preference requirements, internal preference policy, supervisor relationships, electronic sign off for policy updates, and job reclassification requests.

11:02 AM Bullock suggested departments look at budgets now to avoid shock.

11:03 AM Moser reviewed America250 events and projects. Two birthday celebrations will be held for staff in May and August. Davenport reviewed 250 minutes of service projects and requested departments consider allowing employees do service during regular business hours. Also reviewed were 250 random acts of kindness, move 250 trails, a fun run, and a costume contest/race on paddle board.

11:10 AM Iannacone discussed training for employees regarding customer service, de-escalation, and workforce violence. Since the reduction in mental health funding, staff are seeing citizens with more frustration and irate.

11:16 AM Facility Director Daniel Kendall met the group to tour the 2nd floor of the Elections Building (previously the YDC). 11:35 AM Meeting adjourned.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Unemployment quarterly billing was reviewed and approved.	Auditing
Items on the claims agenda were reviewed and approved.	Auditing/Resolution
Policy changes will be drafted for review regarding vehicle use, mileage reimbursements, Pregnant Workers Fairness Act, Pump Act FMLA travel time, values statement, comp time use, code of conduct, Veterans preference, internal preference, and supervisor relationships.	HR/Auditing
America250 events will be sent out.	Commission
De-escalation training, customer service, and workforce violence trainings to be developed.	PIO/Sheriff