

**Jefferson Co. Commissioner Meeting Minutes
May 26, (Tuesday) 2015**

Meeting called to order at 9:00. Those present are Chairman Raymond, Commissioner Hancock, Commissioner Farnsworth, Attorney Robin Dunn, HR Emily Kramer, Sheriff Steve Anderson, P&Z Naysha Foster, Assessor Cody Taylor, Extension Office Lorie Dye, Public Works Dave Walrath, Probation Tammy Adkins, Treasurer Kristine Lund, Weed Department Mitch Whitmill, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge given by Sheriff Anderson. Prayer given by Cody Taylor.

Commissioners – Elected officials- Department Heads

- **Staff Meeting**

[9:04:08 AM](#) Colleen talks about the Blue Cross Training this week in the Commissioner room for employees. Blue Cross will be discussing an app wants to encourage staff to attend this.

[9:05:07 AM](#) No comment from Commissioner Farnsworth or Commissioner Hancock.

[9:05:23 AM](#) Cody talks about sending out assessment notices. Anticipating ag hearings. Values have gone up in some places. BOE are scheduled in June but will let them know when we have some.

[9:06:19 AM](#) No comment from Robin Dunn

[9:06:25 AM](#) Sheriff Anderson talked about assisting Bonneville County with the drowning victim. Also mentioned he had two deputies graduate from police academy on Friday.

[9:07:29 AM](#) Emily wants to show new county website it is new and updated. Demonstrated how to use. Lake celebration is June 27th an all-day event.

[9:13:36 AM](#) Tammy Adkins has hired a new juvenile probation officer.

[9:15:42 AM](#) Mitch Whitmill says the rain has brought lots of weeds. They have crews out working. On June 9-11 they have a local program put on by Bonneville County called Weed Warrior Workshop. Also will have ATV training course June 10th. Can schedule training if they need to be certified for ATVs. Weed Warrior workshop will be doing a tour on June 11th going to various locations.

[9:18:36 AM](#) Dave Walrath discusses chip sealing around the lake. Discussed the process for the sealing of the road. Did get postponed some due to the rain. Rain did shut down the crusher.

[9:21:21 AM](#) Mitch added they have added some backpack sprayers and an ATV sprayer.

[9:21:52 AM](#) Lorie Dye discusses that she has received a lot of phone calls for other offices. States they are the University of Idaho extension office. They are state, federal and county funded. Works with a lot of great things. Winter time is dedicated to do research. During the summer they do 4-H which is great experiences.

[9:24:32 AM](#) Naysha Foster is very busy. Tomorrow is Devin's last day he has done a great job for the county. Job is currently posted taking applications till June 8th. Was audited by FEMA on flood plain ordinance, will be on the agenda soon. Will have some public hearings. Flood map has not really changed just had to change the ordinance to update due to new legislation. Intern is working out well a little overwhelmed.

[9:27:48 AM](#) Kristine Lund is gearing up for next month is working with other departments to get out notices. June 22nd is the due date for the last half of taxes if not paid in full. Can pay online with a credit card or with an ACH transfer. Mentioned that credit card statements that are being received they do not have beginning and ending balances. Need to do claims with the clerk's office on a regular basis. Has had some fraud on the county cards. Discusses opening statements and anything that's off report immediately. Gas cards are something she wants to bring up with the possibility of obtaining. Would benefit from not paying tax on fuel. Discuss who does have a gas card for the county vehicles.

[9:35:35 AM](#) Chairman Raymond states blood drive is July 15th. Is thankful for the rain explains we will have weed and mosquito issues. Discusses the mosquito abatement in the counties.

- **Step & Grade Seasonal Workers**

[9:38:11 AM](#) Emily asks if anyone has any information on what to do with seasonal workers. They are not getting step and grade currently. Mitch explains he deals with this since he has seasonal employees that come each year to work in the county. Is wondering how he can increase their wage if his seasonal workers return yearly. Decide to set a range but does not think they need to be added to the step and grade.

- **Step & Grade Anniversary Dates**

[9:44:16 AM](#) Discusses which date should be used. Currently use the budget year in October and not on the anniversary date of the employee. Colleen has discussed how some employees have not felt that it is fair having to wait till October if hired before then. Kristine also discusses that she feels it's unfair to employees who will be here over their anniversary date. Chairman Raymond says they will need more communication between departments if they were to move to anniversary date. Kristine feels easier is not always fair. Commissioner Hancock discusses that they stay with the budget year but could prorate for that first year. Dave discusses that budgeting for the anniversary date would not be that difficult. Tammy asks about the step and grade thought that it was being tried would still have to have some sort of agreement on if raises will be given. Budgeting on employee level. Asked to vote on either way. Had a split decision between department heads

- **27 Week Payroll**

[9:57:53 AM](#) In 2016 there are 27 pay periods. Make sure to budget accordingly. Exempt would be paid the same just divided by the weeks.

- **Vehicle Policy**

[10:03:42 AM](#) Moved to next staff meeting

- **Training Policy**

[10:04:42 AM](#) Commissioner Hancock passes out a hand out for ideas for training policy. Would outline policy for everyone so that is known. Would like to be able to look over and discuss at another staff meeting.

[10:07:07 AM](#) Staff meeting concludes

Commissioners

- **COLA**

[10:07:58 AM](#) Departments were looking for a cost of living allowance. Are looking for a 3% increase. Will have to look at revenue projection. Commissioner Hancock asks if they have a national cost of living allowance or how is this determined. Emily explains the board has not in the past but could pull it if they would like to look at it. Will wait and see what the revenue projection looks like to discuss further.

- **Payroll audit**

[10:10:44 AM](#) Sheriff Anderson, Melissa Farmer, Emily Kramer and Marilyn Vanderbeek are here. Sheriff Anderson explains they performed a payroll audit in the Sheriff's office for March 31, 2012 to November 14, 2014 to review accuracy. Some errors were noted. He had not been part of the process. The employees were allowed to have their time to audit it themselves. The amount of \$75,057.20 is needed to repay for the errors found in the audit. Emily explains that some employees do owe time after verifying PTO and Comp time were never adjusted. Employees have had opportunity to request information this was due by May 15th. Accrual based PTO can be adjusted.

[10:14:15 AM](#) Robin Dunn explains they owe what they owe. Wants them to correct this problem so it's not happening again. Commissioner Hancock explains they have implemented new procedures to not have this problem again. Marilyn agrees. Robin asks where the funds are going to come from. Are recipients going to be paid in a lump sum or over a period of time? Employees that are being taken time away don't feel it should be taken now, since it was an error. Trying to explain it should have already been deducted. Not sure on employees who will be receiving what they are planning.

[10:17:57 AM](#) Marilyn says she feels for tracking it needs to be lump sum. Reported as a lump sum as a payroll adjustment.

[10:18:30 AM](#) Every employee in the sheriff's office has been audited. All given the same time period to go over their payroll. Melissa explains they had from May 5th till May 15th to review for any discrepancies. Did have it all in writing if they did request information. No one has come forward with any discrepancies.

[10:22:38 AM](#) Chairman Raymond asks Sheriff Anderson if they have any money in budget.

[10:23:02 AM](#) Robin Dunn explains it could come out of Commissioner Contingency and if they find money in the sheriff's budget they could do a journal entry. Robin Dunn is unsure if they would want to do a motion until all Commissioners look through spreadsheets. Emily was concerned about employee information getting out.

[10:25:49 AM](#) **Motion by Commissioner Hancock to table payroll audit till later in the meeting. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond –aye. Motion passed.**

Eastern Idaho Public Health – Geri Rackow , Teresa , and Ray

- ***Budget Proposal***

[10:26:56 AM](#) Wants to bring in the Public Health budget. They provide services for 8 counties. Gives Commissioners a hand out. Geri explains how they are funded.

[10:29:39 AM](#) Chairman Raymond asks about state appropriation rate being lower. It is because of what is being donated by the counties. Geri is requesting a 2% increase. Will plan on being lower again in state appropriation.

[10:30:57 AM](#) For servicing fees they are seeing a decrease in fees in the reproductive program. They have been seeing less clients. These have some of the lowest incomes and they are providing donation only. Immunization services are growing. They provide the most immunizations in the state. School based flu clinics and having clinics based at school registrations have helped with the immunizations.

[10:32:29 AM](#) Environmental health services fees are going up.

[10:32:55 AM](#) Contracts have seen an increase of 20%. Explains some of the contracts they have. Will be working with the State to help keep people healthy instead of helping after they are sick.

[10:35:19 AM](#) A diabetes and hypertension contract is helping with the preventative side of things. Discussed payroll increase is not across the board. Employee benefits are under the State health insurance plan is being increased. Doing a good job trying to manage budget. Committing savings to salary increases.

[10:37:24 AM](#) Asks for any questions. Does not get off set because only asking for a 2%, other districts are getting 3% with more help for the state. Have a conservative district Geri does wish she could ask for 3% but does not believe that she would be approved for that.

[10:41:34 AM](#) Are required to have a public hearing for the budget. The chairman can designate by proxy Commissioner Farnsworth who will be attending the budget meeting. The meeting is on June 18th at 8:00. Chairman Raymond will designate Commissioner Farnsworth since he has a scheduling conflict.

[10:43:16 AM](#) Geri needs some work done at the Mud Lake building. Has brought this up before needs to know what to do. Outside needs some repair, hand rails and some painting. Is wondering how to proceed on this. Commissioner Farnsworth mentioned he has tried to get some scout projects on this but no one has followed through. Chairman Raymond says he will get Commissioner Farnsworth a number to contact. She has staff who can paint but needs some repair done before the painting is done. Geri just is asking for direction. Commissioner Farnsworth suggests meeting her out there to get a list of repairs that need to be done. Commissioner Farnsworth and Geri will meet on Thursday morning.

[10:47:13 AM](#) Teresa explains they have been doing a lot of immunizations in the schools. Ririe and Mud Lake have let them in to do the flu mist in the fall, as well as during registration. Wants to get into the Rigby schools as well. Monday and Tuesday afternoon are immunization days in the Rigby office.

[10:50:50 AM](#) Ray explains they have hired someone for food inspection. Ray's time is now split between counties working on septic systems. Has had a lot of septic system permits in the county.

Public Works – Dave Walrath

- ***Paragon Consulting Agreement***

[10:53:00 AM](#) This was brought up in the May 11th meeting. Dave did send the rates to the Commissioners. This will not be kept with the contracts.

[10:54:57 AM](#) Robin Dunn explains the rates are proprietary information. The Commissioners need to decide how they want to protect this in a policy to protect all contracts.

[10:57:32 AM](#) **Motion by Commissioner Farnsworth to accept contract between Paragon Consulting to not exceed the amount of \$20,000. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock –aye, Chairman Raymond – aye. Motion passed.**

Treasurer- Kristine Lund

- ***Mobile Home Sale Update***

[10:59:54 AM](#) Did have three up for sale but only ended up with one sale.

[11:00:24 AM](#) Robin Dunn left the room.

[11:00:32 AM](#) Trailer is in Roberts it is in no shape to be bid on by the county. No one came to the sell. Mrs. Neff the owner of the trailer park has called. Some of the responsibility would fall on the trailer park. Carmen Trejo has abandoned the trailer and they have no whereabouts. They are not allowed to move the trailer with the taxes owed.

[11:03:36 AM](#) Trailer is in poor condition not habitable. Cancellation for 2013-2014 \$229.21. For 2015 \$31.27. Coming for a resolution from the board.

[11:07:05 AM](#) **Motion by Commissioner Hancock for a cancellation of tax on MHD10100330020. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Social Services – Edidt Ramirez

- ***Executive Session 67-2345 (D)- Records exempt from disclosure***

[11:09:36 AM](#) **Motion by Commissioner Farnsworth to go into executive session 67-2345 (D). Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session at 11:21

[11:21:32 AM](#) **Motion by Commissioner Farnsworth to approve case #2015-27, to approve case #2015-32 and to deny case #2015-38 for lack of cooperation. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Recess at 11:27 until 1:00

Searle & Hart – Louise & Farrell

- ***Travel Audit***

[1:00:00 PM](#) Farrell explains some of the things they will be going through for the FEMA training audit expenses for September 30-October 3, 2014.

[1:00:36 PM](#) They were asked to verify county travel policies, and the FEMA policy manual.

[1:01:20 PM](#) All airline tickets did meet policy. Attendees were reimbursed for baggage fees. Meal ticket process was \$125 per person covered Sunday dinner to Friday lunch. That was reduced due to the group leaving early. The group did use the provided lodging. The shuttle from the training was used in addition to two vans preapproved by the Commissioners.

[1:04:43 PM](#) FEMA policy is that any reimbursement made is to be directly to person who attended and not the county. Jefferson County travel policy states all travel must be approved by Commissioners. Expenses must be necessary. Personnel not on payroll from Jefferson County are not paid for. It was shown that the Commissioners had approved the travel. County credit cards were used and verified receipts Emily Kramer, Chris Boulter, and Blair Olsen. One meal was not itemized just a total. County employees not given a credit card would be reimbursed. Casey Bingham used her own card but did not file a claim. Did not turn in her meal tickets. Expenses of a personal nature would not be paid by Jefferson County. No expenses were identified. The group did leave earlier but was approved by Commissioners. Van rentals were approved by Commissioners.

[1:09:35 PM](#) Hotels were approved by Commissioners with no incidental charges. It appears the intent was to travel as economically as possible. The SHSP grant helped reimburse some costs. The reimbursement to the county was not detailed enough. FEMA policy does not allow county to be reimbursed.

[1:16:00 PM](#) As they went through this looking at this trip looking at the details the tricky part is FEMA reimbursement, where employee is getting reimbursed not the county. The other piece is that the other cost was covered by the homeland security grant.

[1:18:08 PM](#) Robin Dunn is in the room.

[1:18:18 PM](#) It is Farrell's overall feeling that he doesn't feel as any county money had been spent that wasn't reimbursed.

[1:20:19 PM](#) Louise discusses that this training for FEMA followed the schedule. They had gone through everything they could think of. Also made a sheet of expenses had they not left early.

- [1:22:56 PM](#) Recommendation for outside the county was that if getting reimbursed should have some sort of accounting and detailed itemization. So not reimbursing on something that doesn't need to be.
- [1:24:02 PM](#) Louise stated the home land security grant was not itemized well enough in computer arts to know that it covered some of the FEMA training.
- [1:24:35 PM](#) Commissioner Hancock observation is that travel was in accordance with the policy. Federal travel has different regulations than the county. Questions cost of the audit they say this is just included in the annual audit.
- [1:26:47 PM](#) Chairman Raymond mentions that this was a benefit to the county and the citizens. Those attending were employees and volunteers. Thinks this was a benefit to the county.
- [1:28:29 PM](#) Commissioner Farnsworth explains that the audit really helped. He will be more careful before approving any expenses. So he knows what is going on before hand. The confusing thing is where FEMA reimburses individual and not the county. Has to be vigilant on who receives and reimburses money.

Assessor – Cody Taylor

- ***Maintenance Contract***

- [1:31:42 PM](#) This is to renew the contract for the printers in the assessor office. Wants to explain that the stacker they have listed on here is not being used and were thinking about removing it. Has still had the service but wants a yearly renewal. Does have a termination fee. This was due March 1st but was thinking about looking at a different printer. They do a lot of printing. All assessment notices are done in house. They are still getting their monthly fee but no contract has been signed.
- [1:36:51 PM](#) Discuss about a month to month that the rates get increased. Chairman Raymond suggests getting an amended contract with the stacker removed. Cody will bring back amended contract.

Recess for 20 minutes

Planning & Zoning – Naysha Foster

- ***Vacating West Equestrian Division #2***

- [1:59:18 PM](#) Chairman Raymond states they are just revisiting this vacation. Asks Naysha if they found any additional information. Naysha states the concerns are that the road is tied to Division #1. The road would be vacated with Division #2. So the road needs to be moved and Division #1 needs to be amended to include the road. No building permits have been permitted.
- [2:02:29 PM](#) Naysha says the question is who is responsible for developing Division #1. Robin Dunn and Naysha have discussed that the developer is out of the picture. Carl had sales he had no control over. The only way to give a good answer is a judgment action with the courts.
- [2:04:02 PM](#) The County would initiate the process it would take 6-8 months. Need to verify the liability of the road for Division #1.
- [2:05:36 PM](#) Commissioner Farnsworth asks who owns Division # 1. That's a good question as there are multiple property owners. Division #2 is owned by John Burr, is just using this this land for farming. Division #1 is the issue.
- [2:06:45 PM](#) Chairman Raymond asks if they seek legal would everything be put on hold. It is being farmed now. Robin Dunn does not think it should affect them. Only they could answer the question.
- [2:10:03 PM](#) There are 5 individuals who own property in Division #1. How do they sell lots with no road? Naysha explains they are allowed to record the plat and then put the infrastructure in. They have it this way so some of the parcels can still be farmed. Robin explains not as much speculation if the infrastructure was already in. They had a development agreement originally but that was foreclosed on.
- [2:14:08 PM](#) **Motion by Commissioner Hancock to legally find out who is responsible with a declaration order from the court before the vacation or if someone involved comes in with a plan. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

Shonna Allred - Elections

- ***Certify May 19th Election***

- [2:21:00 PM](#) Shonna is here for District #252 had a levy and a trustee. This is a joint election.

[2:23:58 PM](#) Motion by Commissioner Hancock to Certify Election for #252 from May 19, 2015. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **Resolution #2015-19**

[2:25:25 PM](#) This is a resolution to dispose of old election records. Robin Dunn explains they have keep records for 10 years 5 years or 2 years.

[2:27:46 PM](#) Motion by Commissioner Hancock to approve Resolution #2015-19. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[2:36:10 PM](#) Motion by Commissioner Farnsworth to amend agenda to move executive session 67-2345 (F) at 2:35. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Attorney – Robin Dunn

- **Executive Session 67-2345 (F) Legal**

[2:36:10 PM](#) Motion by Commissioner Farnsworth to go into executive session 67-2345 (F). Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Open session at 1:50

[2:51:14 PM](#) Motion by Commissioner Farnsworth to rescind the Resolution #2015-19. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed

Blue Cross- Carlos Aponte

- **Contract**

[3:00:30 PM](#) Carlos is here with the final stop loss and contracts from Blue Cross. Also has the ASC preferred Blue Master group benefits outline. Commissioners discuss.

[3:04:06 PM](#) Carlos has the rebate check for pharmacy where they give a percentage back for a total of \$3,874.67.

[3:05:28 PM](#) Robin Dunn asks for an example of something that's not covered. Carlos explains.

[3:08:07 PM](#) Motion by Commissioner Farnsworth to approve contract with Blue Cross. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **Review ACA Tool**

[3:09:25 PM](#) Hands out information to the Commissioners. Last pages show some new tools for the Affordable Care Act. They are now currently going to be having new detailed forms to fill out. The software is no additional cost. Can also track measuring periods. They have partnered with other software to help with Obamacare. Will be here for the Blue Cross training on Thursday and Friday.

[3:18:17 PM](#) Robin Dunn left the room.

Commissioners

- **Sheriff Selection Discussion**

[3:19:13 PM](#) Chairman Raymond talks about where we are with this procedure. Wants to let everyone know the Republican Committee has made their choice of 3 names.

[3:19:57 PM](#) Robin Dunn is in the room.

[3:20:04 PM](#) Chairman Raymond discusses that they did not attend the meeting for the Republican Committee. They would like to set a time to meet with the candidates. Commissioner Farnsworth brings out the envelope from the Republican Committee with the choices.

[3:21:44 PM](#) The following names are ranked:

1. Lavar Summers
2. Steve Anderson
3. Ryan Brown

It does not have to be unanimous. Audience asks if they would take questions from the public. Was informed to email Commissioners with any questions which they may or may not be used. Will hold a special meeting May 27, 2015 Wednesday evening at 7:00 in Courtroom 3.

- **Approve Claims**

[3:28:07 PM](#) Mike Miller from the Sheriff's office explains the Teton Communication claim is to put in a tower for their radios. Discussion held.

[3:40:41 PM](#) **Motion by Commissioner Farnsworth to approve claims from 5/11/2015 to 5/22/2015 for \$248,149.11. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock- aye, Chairman Raymond – aye. Motion passed.**

[3:41:03 PM](#) **Motion by Commissioner Hancock to proceed with the payroll audit from Commissioner contingency fund of \$75,057.20. Second by Commissioner Farnsworth. Amended to add that if the Sheriff's department has extra it will be taken from there. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[3:42:56 PM](#) **Motion by Commissioner Hancock to authorize the payroll department to make adjustments to PTO and Comp time as a result of the audit. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **5C Center**

[3:43:59 PM](#) Commissioner Hancock discusses the 5C center about costs and staff involved. Have brought detainees in from out of State to help with the costs. They are not asking for an increase, thinks they should stay at the same level. Chairman Raymond asks if it's stable. Commissioner Hancock says things will stay the same. Tammy Adkins talks about the center and how it is ran, they have treatment beds and 16 detention beds.

- **Approve Commissioner Meeting Minutes**

[3:50:13 PM](#) Discuss changes for the meeting minutes

[3:53:55 PM](#) **Motion by Commissioner Hancock to approve Meeting Minutes for May 11, 2015 with changes. Second by Commissioner Farnsworth. All in favor – aye.**

[3:54:17 PM](#) **Motion by Commissioner Hancock to approve Special Meeting Minutes for May 15, 2015. Second by Commissioner Farnsworth. All in favor – aye.**

- **Certificates of Residency**

[3:54:55 PM](#) **Motion by Commissioner Farnsworth to approve Certificates of Residency for College of Southern Idaho for Gessica Madsen and Sierra Crystal. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock, Chairman Raymond – aye. Motion passed.**

- **West Side Advisory Group**

[3:56:21 PM](#) Had brought this up in last meeting to review. Commissioner Hancock wants to start a West Side Advisory group. Commissioner Hancock will chair this group. **Motion by Chairman Raymond to authorize creation of a West Side Advisory Group. Second by Commissioner Hancock. All in favor – aye.**

- **Report on RDA Meeting**

[3:58:00 PM](#) Commissioner Hancock discusses Regional Development Alliance meeting. This is available to help get businesses started with loans.

- **Report on BLM Law Enforcement Actions**

[4:02:35 PM](#) Commissioner Hancock discusses meeting he attended about law enforcement on the BLM. Out around the Buttes they are having problems with bombs being made out of targets and blowing things up and not cleaning up afterwards. Having a lot of littering. Want to go to high schools and talk with kids and also offer training. Go over shooting training and littering so they can still use the land.

- **Contracts**

[4:08:40 PM](#) Commissioner Farnsworth wanted to discuss the list of contracts that they have received. Only really needs the ins and outs as well as the amount. Need to come up with a disclaimer to notify people contracts need to not have proprietary of trade information. Discuss letting Robin Dunn look through them for proprietary information.

[4:13:18 PM](#) Discussed having ICRMP training come in to discuss record retention

[4:14:25 PM](#) **Motion by Chairman Raymond to adjourn at 4:14. Second by Commissioner Farnsworth. All in favor – aye.**

Chairman of the Board

Clerk of the Board

County Clerk