

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
FEBRUARY 12, 2018**

Meeting called to order at 9:00. Those present are Commissioner Hancock, Commissioner Martinez, Chairman Farnsworth, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Chairman Farnsworth. Prayer offered by Commissioner Hancock.

KIRT GREENHALGH & WES OLSEN – CANCELLED

• **DRUG ISSUES IN JEFFERSON COUNTY**

[9:02:57 AM](#) Chairman Farnsworth said that Kirt Greenhalgh has called out. Believes a lot of this cannot be discussed due to the safety of the officers and may pertain to an open case. Will see if these individuals reschedule this discussion.

BEN & NIKKI HULET

• **WAGE DISCUSSION**

[9:03:46 AM](#) Ben Hulet works for Road & Bridge out on the west side. Comes before them this morning to discuss some wage things. This is what he got when he was hired on. Reads step & grade and you. "Your skills, knowledge and abilities are important to Jefferson County. In effort to equalize pay rates across the county the step & grade pay structure was adopted in 2014. Please keep in mind that transitioning into step & grade is a process and is not yet complete. We need your help as they continue to streamline and adjust. Please know that department heads and elected officials take your compensation seriously." When he was hired on the ad of the Jefferson Star from October 7, 2015 says was looking for one truck driver/equipment operator position for Jefferson County Road & Bridge in the Mud Lake area. This is a full-time, forty hour a week position with a class A CDL license required. The starting pay was \$14.14 an hour. November 30, 2015 was his first day he did not know any different that the wage could be different than \$14.14. Has been at the county now for over two years. Watched as other guys hired after him. Two other employees that also work on the west side make a different wage due to being here longer which he understands. The personnel policy was adopted in 2011 and it shows the step & grade was in effect in 2014. Had been told after a meeting they had with the commissioners he was told that other equipment operators started at a grade eight step one. The \$14.14 an hour on the old step & grade chart puts him at grade seven step one where he started. Realized that grade seven step one is what truck drivers are. His job is a truck driver and equipment operator. This is where he is confused because he runs a road grader ninety-five percent of the time and is only being paid as a truck driver.

[9:07:40 AM](#) Commissioner Hancock said they realize there is some inequities in the step & grade. Have a committee working on the step & grade right now to review this. Dave is on this committee. Pointing one out that you are an equipment operator and not just a truck driver. Once employees are put in the step & grade it is hard but these are the things that they hope to catch. Believes they are already aware of issues. Ben said he has spoken with his supervisor Brian Helm who has not done anything about this. Went and talked to Dave about this. Dave told him that he knew this was screwed up before he started. Dave told him that when it was discussed with the commissioners he had wanted to bump him up to a grade eight step two. Being at a grade eight step one now this is what the new guys are hired at so he has lost the two years that he was here.

[9:09:52 AM](#) Chairman Farnsworth said he was hired as a truck driver as a grade seven step one. Is now an operator and was bumped up to grade eight step one.

[9:10:33 AM](#) Public Works Administrator Dave Walrath said this was not consistent across the board when he took over the department. The way they had this was not very easy to understand. He has single equipment operators and ones that operate more than one piece of equipment are senior operators. Operators are a grade seven and senior operators are a grade eight. As far as Ben's situation step two would be fair to him. Could move him to step three come October 1 and he could budget for that at that time. Chairman Farnsworth said by then he will be a three years of service. Commissioner Hancock said this would give him his three years of service. Chairman Farnsworth said if you can see this before the budget is set that is the time to come in. Dave said when they advertised for this position he had been told this was the wage he would start at. Did not realize the flexibility. Commissioner Martinez thinks the step & grade was forced on the people without the right amount of checks and balances. Knows they need the structure. At the time this came out he was employed with the county and saw this and did not like it. Chairman Farnsworth said that he had pushed for this because otherwise they would have to go through each employee to decide who would receive a raise. Believes the step & grade was put together with a few individuals that may have placed jobs in the wrong grades.

[9:13:47 AM](#) Commissioner Hancock said they have a task force put together to begin working on this. As the new budget comes forth they will make some recommendations with changing individuals. Need to get employees in their proper grades & steps. Chairman Farnsworth said he spoke with someone applying at the Sheriff's office and they laughed because they can't start at that. Knows we are well below a lot of counties. May have to change this over a course of a few years. Departments are going through the step & grade process. Not sure what to say other than they are working on this.

[9:15:40 AM](#) Ben said he could agree to go to step three in October. Commissioner Martinez said this may be a different amount depending what they find out on the step & grade. Chairman Farnsworth said they are looking at similar counties as well as surrounding counties. Chairman Farnsworth said these numbers may change they are trying to look at counties similar in size as well as surrounding counties. Ben said that grade eight step three right now is \$17.02. Has gone two years barely scrapping by at \$14.14. Dave said they changed the anniversary date to October so everyone would be the same date. Since Ben started in this time he got into the adjustment period so he went a year and eleven months without a raise. Chairman Farnsworth said they will definitely be working on this because they know employees are not graded correctly.

[9:18:15 AM](#) Ben brings up back wages knows they are not in favor of back wages. The figures he has is over \$6,000 on the old scale of wages he feels he should be compensated for. Commissioner Hancock said they do not have the ability to do that so they would make the step higher to help elevate this some. This is the only way they can help. Putting this at a higher step will help make up the difference in time. Chairman

Farnsworth said that senior operators are an eight what is a grade nine. Dave said grade nine is foreman, with grade ten being a supervisor and his office manager at a grade six. Thinks they have a logical solution now.

[9:20:23 AM](#) HR Rebecca Squires said Ben has visited with her and she consulted Weston for legal counsel. Deciding if this would merit back pay. Weston said his opinion is that back pay in this situation would not be something they are obligated to pay. Commissioner Hancock said only way they can make this up would be by going up an extra step. Chairman Farnsworth said once they get through this step & grade process they can look at the numbers they come up with. Appreciates him coming in and is trying to help them make more money. Commissioner Hancock said this is something they have already recognized and believes Dave's proposal will help. Ben mentions he has been doing the LHTAC classes has one class left to be a road master which is the fastest that anyone has completed these courses.

[9:24:54 AM](#) Treasurer Kristine Lund mentions they also have to look at benefits such as the HRA and health insurance. Want to make sure they compare apples to apples. Commissioner Hancock said they could look at these benefit packages. Rebecca said they are strictly looking at wages at this time. Once they look further it gets hard to look at apples to apples. Chairman Farnsworth said that they have not had a raise in health insurance in three years. Commissioner Hancock said the facts are that the county is self-insured. Have done much better than a lot of the surrounding counties. Colleen said they have to look at the population and tax base as well when looking at wages.

NOXIOUS WEEDS & INVASIVE SPECIES – MITCH WHITMILL

• PUBLIC AUCTION WEBSITE

[9:28:32 AM](#) Mitch has not heard from Weston on the paperwork that he sent him. Has a little more information on the public auction website. Gives each of the commissioners a copy of the frequently asked questions. This is an open agreement it is not a contract. A lot of other entities are taking advantage of this. Can purchase as well as sell on this website. The state does participate in this. Commissioner Hancock said that Weston had a question on the advertisements. Mitch said one of the questions asked if this meets all the regulations. None of the others are publishing because of the fourteen days. Could add a link on the county website. Electronic websites are now considered publications.

[9:32:27 AM](#) Commissioner Hancock said the federal government allows reverse bidding. This is if you have something you want to buy can put out a request for the item. Chairman Farnsworth said they could proceed with this because even if they do have to advertise they can get rid of items as soon as they acquire them. Chairman Farnsworth reads that this is an at will basis because they will not know when they have something to put on the website. Commissioner Hancock thinks they need to have one person in charge of this. Mitch said they fill out an application to make sure they are authorized to sell these items. Chairman Farnsworth is in favor of this would just need to verify on the publishing. Commissioner Hancock said they can hope this website will take care of this. Chairman Farnsworth said they could add this to the county website with a list of items and the link.

[9:36:56 AM](#) Office Manager Cindy Sellers said that she has registered on this and there are a lot of items available. Will have to create a web page. Commissioner Hancock said they would have a process to follow. Mitch knows he has been involved in several county auctions and they were not worth it for all the man hours involved. This will simplify this for all of the departments. Mitch asked if they could make a motion pending Weston's approval.

[9:40:35 AM](#) **Motion by Commissioner Hancock to approve entering into an agreement with Idaho Public Surplus. Will be handled in the Weed Department. Chairman Farnsworth adds that if they need to advertise these items they will. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[9:42:57 AM](#) Recess until 10:00

Open session 10:00

FAIR – CARL ANDERSON

• FAIR BUILDING IMPROVEMENTS

[10:00:36 AM](#) Carl Anderson is here representing the Rigby side of the Jefferson County Fair. Need to look at the restrooms at the Rigby fairgrounds. Have one construction gentleman who has given him a rough bid. Have asked a few others for bids. Off of Bruce Karnen's rough bid this is \$24,350 to revamp both bathrooms. Includes toilets, urinals, counters and dividers. Would like to take their funding they already have and go ahead with repair of these bathrooms. Commissioner Hancock said it is two of them. Carl said both the ladies and gentlemen bathrooms. Chairman Farnsworth asked if they are ADA now. Carl said the stalls will be ADA accessible. Talking with his friends in Division of Building Safety he believes they do not need to have a public works bid. Commissioner Hancock said this is under the limit of \$50,000. They have changed the law so they do not have to follow this guideline. Would still want a few bids to make sure they have done due process. Carl asked if he cannot get three bids. Commissioner Hancock said as long as he asks. Carl asked if he needs to advertise this by putting this in the Star. Commissioner Hancock said they could do this so that they get some decent bids. Chairman Farnsworth said they could look at county residents.

[10:05:09 AM](#) Carl said the Rigby Chapter of the FFA will come in and do the demolition so that he can get the price down. Will remove current fixtures and tile. Audrey Wolfensberger asked if they are making the doors wider so this is ADA. Carl said the actual hall and doorways may be hard to make compliant it might be too cramped. Because this is an existing building they get some latitude. Audrey mentions that they would just like to make this completely ADA compliant. Carl said it would depend if they had the funds. Commissioner Hancock said they would need a four foot area to be compliant. Chairman Farnsworth said they will have to start in the restrooms and work their way out. Believes the building is going to need some serious work. Park & Recreation Mickey Eames asked if there were grants available. Carl said they do apply for grants. Mickey said they could request a grant to keep going in the building.

[10:08:10 AM](#) **Motion by Commissioner Hancock to authorize the Fair Building Director Carl Anderson to get bids to upgrade the restrooms at the Jefferson County Rigby Fairgrounds. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

PARK & RECREATION – MICKEY EAMES**• VENDORS AND LIABILITIES**

[10:09:03 AM](#) Mickey is here to discuss possibly looking at offering boards for rent at the lake. Feels this is something they could do themselves. Individual currently charges \$10 an hour for the boards currently. Only have to pay \$100 to be able to rent these at the lake all summer. When she went out to re-negotiate the contract he became angry with her. Feels the county could build this up by buying a few boards each year. Commissioner Hancock said they would have to contact ICRMP who is the insurance provider to go over the liability. Mickey said that they would have to sign a waiver like they do now. Would also have to have floatation devices with them as well which is not something that has been done in the past. This is a fairly good sized project thinks they could try this. This would allow them to employ one other person.

[10:12:27 AM](#) Chairman Farnsworth would like to keep this money for improvements at the lake. Mickey said they have a proposal for a fun run with the Lions Club next year. The Lions Club will be purchasing glasses with the money they get from this event. Has the proposal will read through this and bring this back before the board. The Lions Club has come through and pushed through the hardest to do this event. Did not have a fun run last year to her just taking over the position.

[10:14:12 AM](#) Chairman Farnsworth said they would need to get prices on boards. Mickey said two boards would be better than not having any. Believes these can range around \$450 a board. Is also looking at the old ice machine at the Maverick to put at the lake and have ice available for people to buy.

PUBLIC WORKS – DAVE WALRATH**• APPRAISAL OF 4100 E RIGHT-OF-WAY PROPERTY**

[10:15:21 AM](#) Dave said they had appraisal done on the property on 4100 E on the northwest section with State Highway 48. Will add turn lanes at 4000 and 4100. Will also fix the offset on 4100. This is a quarter of an acre needed to make this happen. The property is owned by the Miles Anderson trust. Dave said this has gone through the state as well was appraised at \$15,000. Commissioner Hancock mentions he has looked at this. They appraised this off of the best use of the land which is commercial. Did this with commercial sites around Rigby. Said it is \$50,000 an acre for commercial property in the area. Thought this was a little high. This is a realistic amount when looking at acre lots in subdivisions these are around \$40,000. When looking at that standpoint they are needing a quarter acre. Dave said the tough part is going to be the acquisition of this land. The individual that owns this property lives in Honolulu. Commissioner Hancock said they spoke with Bob Thayer who is his brother-in-law not sure what good this did. Dave said there is a quarter acre of prescriptive easement. Commissioner Hancock said part of what is owned would need to be moved. Dave said county would have to relocate two different ditches. Commissioner Hancock said they could make a motion to move toward negotiations and put a ceiling amount of what the appraised value is. Will benefit from them doing this. It will make the property more valuable with having a turn lane and a better intersection. Can point out that they can give him access off from the county road. The access is off of the subdivision right now. Could grant access onto the county road. The way it is zoned now is residential and that is why he was upset that the appraisal did this as commercial. Dave thinks the subdivision plat shows a street intersecting with 4100. Commissioners review area.

[10:23:23 AM](#) Casey Whitmill comments the street that intersects on 4100 this was never owned by the county to the best of her knowledge.

[10:23:27 AM](#) Commissioner Hancock said this does not show an access on here. The appraiser thought this would be a commercial property. On the plat there is a road but does not show access. Dave said this is up on the north.

[10:24:44 AM](#) **Motion by Commissioner Hancock to authorize Public Works Dave Walrath to proceed with investigation and discussion with the owner of the property on the right-of-way. With work with the State of Idaho appraisers on how to proceed. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[10:26:15 AM](#) Commissioner Hancock said they had discussed having students write letters to this individual.

SOCIAL SERVICES – JACKIE MAUPIN**• EXECUTIVE SESSION 31-874 & 74-206(D) – RECORDS EXEMPT FROM DISCLOSURE**

[10:28:55 AM](#) **Motion by Commissioner Martinez to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

Open session 10:39

[10:29:09 AM](#) Recess until 11:00

Open session 11:02

• RESOLUTION #2018-8 – DESTRUCTION OF RECORDS

[11:02:25 AM](#) Colleen said this destruction of records is for the Indigent office. Has an attached exhibit A with a list of cases for this since this is a long list. The requirement on these records is five years. Chairman Farnsworth said these are old cases that were denied or paid off.

[11:03:18 AM](#) **Motion by Commissioner Hancock to approve resolution #2018-8 for destruction of Indigent records. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[11:03:36 AM](#) Colleen said that Mitch with the Weed department will come and get these records and take them to the landfill.

[11:04:37 AM](#) Recess until 1:00

Open session 1:00

COMMISSIONERS

- **EXECUTIVE SESSION 74-206 (A) – PERSONNEL – CONFLICT PUBLIC DEFENDER INTERVIEWS**

[1:00:40 PM](#) Motion by Commissioner Hancock to go into executive session 74-206 (A) – Personnel – Conflict Public Defender Interviews. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

Open session 2:57

- **CONFLICT PUBLIC DEFENDER POSITION DISCUSSION**

[2:58:02 PM](#) Chairman Farnsworth said they have had some conflict public defender interviews. Commissioner Hancock said they should have a primary for the conflict and two secondary choices for conflicts. Commissioner Martinez felt Andre Lawson would be a good primary chose with Dan Taylor and Roger Hoopes as secondary choices.

[2:59:45 PM](#) Motion by Commissioner Martinez for the conflict public defenders will have Andre Lawson as primary and will have Dan Taylor and Roger Hoopes as secondary choices. Will issue the conflict contract for \$65 an hour. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

COMMISSIONERS

- **IAC CONFERENCE DISCUSSION**

[3:01:38 PM](#) Chairman Farnsworth said one of the items they discussed was that the attorney was to maintain all contracts and make sure these are up to date. One had a program where they were able to put in the original and the new one and the computer would highlight anything new in red. Would also send out a reminder on contracts that were coming up for renewal or those that were up to auto-renew. Rebecca said her husband uses some sort of software in his position that is similar. Could find out what this is. Chairman Farnsworth thinks this would benefit the county so they do not miss expiration dates or having contracts auto-renew.

[3:05:08 PM](#) Commissioner Hancock said another thing is they talked about the Planning & Zoning board. Need to look at how long individuals have been on the board. Chairman Farnsworth said some of these were a state statute. Commissioner Hancock said a lot of these are three years before they would have to renew. Talked about fair boards and they need to look at how these are established. Chairman Farnsworth said that Planning & Zoning is based off of statutes. Need to be compliant with this. Commissioner Hancock said a lot of these items they are doing already.

[3:06:54 PM](#) Commissioner Martinez said even though he did not attend due to family engagements. He does believe these are important. Commissioner Hancock said a great deal of time was spent at looking at legislative issues. Did go and listen to some issues that were presented. Were able to talk to our legislatures. Had two panels discussing thing in the legislature. One by journalists and one moderated by both minority and majority leadership. Most of the time both sides were in agreement. Chairman Farnsworth said sometimes they talk too high for individuals that have not been in office as long. Lots of times in these meetings they pull out new laws and rules and a lot of them are unfunded. Commissioner Hancock said they have a lot of unfunded mandates. Commissioner Martinez said that is why these meetings are important since these laws change so often. Rebecca said they had a good presentation from the Idaho Council for the Deaf and Hard of Hearing. The presentation was in sign language. Talked about fires in California and the whole family was deaf so they did not hear any alarms or sirens. Poor girl wakes up with fireman in her face. So many of the emergency communications are auditory. Talked about working on these communications. Commissioner Martinez said that Jeff Siddoway our State Senator will not be running again and wants to extend his appreciation for his service.

- **SIGN CERTIFICATES OF RESIDENCY**

[3:14:01 PM](#) Motion by Commissioner Martinez to approve the certificates of residency for the College of Southern Idaho for Taya Brown, CJ Fyfe, Madison Hashagen, Roger Kunzler, Brytton Moon, Ashley Smith and Tanner Smith. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[3:14:22 PM](#) Motion by Commissioner Hancock to approve the certificates of residency for the College of Western Idaho for Jessica Albertson, Ella Baca, Taya Brown, Gladys Cardenas, Dakota Clark, Joshua Gay, Cody High, Branwyn Jackson, Austin Kulow, Kayli Linsenmann, Kent McCosh, Andrew Rolfe, Lucia Serna, Kinnen Shan, Saige Wallace, John Wood and Kali Jo Zagula. Will deny certificates for Mikayla Reck and Tyken Stibal. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **NEW BUILDING UPDATE**

[3:16:06 PM](#) Chairman Farnsworth said they are pouring concrete. Colleen provides a progress report. Chairman Farnsworth asked if they had run the electrical. Commissioner Hancock said they had some conduit through the floor. Chairman Farnsworth said it does not say if they have ran the conduit. Commissioner Hancock said he had not heard. Will know more on Thursday. Chairman Farnsworth mentions should set up a camera for time lapse. Commissioner Hancock said there was an RFI on electrical on the EMS they were going to run which is flexible metal tubing instead of the rigid metal pipe but this change of material was denied.

- **APPROVE CLAIMS**

[3:21:45 PM](#) Colleen comments on the new robes for the Judge. Will ask that some of the counties he travels to help pay some of this back. Colleen said that Road & Bridge had come in about the Annis Highway project. Has another \$40,671.18 only remember the \$9,000 being approved. Commissioner Hancock said this was going to be around \$141,000 all together for the entire design project and they would be reimbursed back at 92.6 percent. Colleen said this is to Civil Science. Commissioner Hancock said this is something they already agreed to. Need to figure out what they have to send in for reimbursement. Colleen asked if this would also be from contingency. If they pay it all out of contingency then than this where this will go back. Commissioners review claims. Commissioner Hancock said that inmates that are being taken by the City of Idaho Falls Ambulance should be billed at a Medicare rate. Looked this claim up and they did give the Medicare rate. Chairman Farnsworth brings up the geomelt. This is

\$7.50 a gallon. This is concentrated but not sure what they mix this down to. Commissioner Hancock said if they had the Road & Bridge fuel available with a card reader other departments could fuel up easier. Discussed this with the Sheriff and he said they need to fuel up after hours. Chairman Farnsworth thinks this would be a huge savings on his part to use this fuel.

[3:30:45 PM](#) **Deputy Prosecutor Weston Davis is present**

[3:30:45 PM](#) Commissioner Hancock said they could have a card for each vehicle. Chairman Farnsworth said they have \$5,000 in water testing a month for the landfill. Commissioner Hancock said he is going to get some more clarification on some of these items. Commissioner Martinez brings up the heavy duty cutting edges. Chairman Farnsworth thinks this was one set and if these are the heavy carbide ones then they should last longer. Commissioner Martinez has Rigby Auto Supply for oil supply, filters, and wipers. Commissioner Hancock thinks they are stock piling items this is not just for one vehicle. Commissioner Martinez said the tower sight rental for \$210 is this the new purchase. Commissioner Hancock thinks this would be a tower to hit off of. Chairman Farnsworth said the mobile will not have a monthly charge. Commissioner Martinez asked for the fleet tracking system. Are they getting their money worth out of these? Commissioner Hancock said they work well if they check them. Commissioner Martinez would like to have them come in and explain if they are getting their money's worth. Look at the geomelt. Chairman Farnsworth would like to know where this was tested and what the results of the tests were. This is \$7.50 a gallon need to look at what the mix rate is. Commissioner Martinez said they talked about one being a John Deere subscription. Also have the core return. Have two or three returns. Commissioner Hancock said if they buy a water pump or other items they have a core deposit. Then once this is sent back they get a credit. Commissioner Martinez said on the Western State he has the same question as Commissioner Hancock about the trouble shooting. Thinks they would not need a mechanic if they are just going to call Western States. Chairman Farnsworth said some equipment is taken there due to the size. Commissioner Hancock hopes our mechanics can do some diagnostics on the engines. Commissioner Martinez said looking at the hours of the mechanic can they put this on the agenda next Monday.

[4:15:12 PM](#) **Motion by Commissioner Martinez to approve claims from 1/29/2018 to 2/9/2018 for \$376,159.77. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[4:15:57 PM](#) **Motion by Commissioner Hancock to approve the LHTAC invoice in the amount of \$40,671.18 for the Annis Highway project to come out of the contingency fund and this will be reimbursed back at 92.6 percent. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **APPROVE COMMISSIONER MEETING MINUTES**

[4:17:44 PM](#) **Motion by Commissioner Martinez to approve commissioner meeting minutes from February 5, 2018. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **LETTER – PURCHASE POLICY – OTHER ITEMS**

[4:18:42 PM](#) Commissioner Hancock asked if they are going to send out a letter to all employees. Who is going to draft this letter? Weston said they could have this come from different sources himself, HR or them. Commissioner Hancock asked if all county employees have an email. Rebecca said all county employees have an email for payroll even if they do not necessarily check this. Rebecca said they can put a message on the timecard portal to check their county emails. Chairman Farnsworth would like this reminder to go out to all employees have a purchase policy for anything \$1,000 that is an asset. Rebecca asked if they want this monitored more closely can have employees initial to this per their department head. Chairman Farnsworth wants everyone to be aware of the policy. Rebecca said they are just reiterating this policy not changing the policy. Chairman Farnsworth would like to review policy as far as repairs. There may be times when they have items not fit for repair. Rebecca said she could draft a letter and bring in next week. Chairman Farnsworth said they can also add this on the portal.

[4:23:53 PM](#) Chairman Farnsworth said they also have a letter here going out as a reaffirmation for policy to a specific employee. Weston said this letter is specific to a department on items. Commissioner Hancock said they may want to include a comment on memorandum of understandings that these need to be brought before the commissioners. Chairman Farnsworth said they discussed this in conference. These have to go before legal then the commissioners before they are signed. Rebecca asked if they could have one letter covering both topics. Commissioners agree one letter is fine. Chairman Farnsworth said even elected officials need to bring in their contracts. These still have to be reviewed by attorneys and commissioners.

[4:27:24 PM](#) **Motion by Commissioner Hancock to authorize our HR person to issue a letter for our approval to all department heads and employees to reiterate county policy on capital assets and a clarification on memorandum of understandings. Will also approve the letter to a specific employee detailing these reiterations. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

DEPUTY PROSECUTOR – WESTON DAVIS

- **LEGAL COUNSEL: EXECUTIVE SESSION IC 74-206 FOR PERSONNEL, HIRING CONSIDERATION, EMPLOYEE EVALUATION AND COMPLAINTS (1)(A) & (B), PENDING LITIGATION (1)(F), OR DELIBERATIONS ON LABOR NEGOTIATIONS OR PURCHASE OF PROPERTY (1)(C) – (AS NEEDED)**

[4:28:58 PM](#) Weston said he had missed Mitch's email. Will finish checking into this. Rebecca said she has information to add on the website should she wait. Chairman Farnsworth said he would rather overadvertise. Colleen said they had suggested adding a list of items and having a link on the website. Weston said he will investigate this. Realizes this is on a public forum. Does this go beyond the newspaper which is what is generally accepted. Commissioner Hancock said that the legislature is discussing allowing electronic communications.

[4:33:06 PM](#) Commissioner Hancock said they had been talking about tracking contracts. There is software out there they discussed in meetings. Can scan contracts and every month it will send out a reminder on those that need renewed. Weston said any time a new contract comes

in he does compare them. For the newer contracts he does not have previous ones. Is trying to do this already. A lot of these are set for automatic renewal. Keeps a termination clause in these so they can get out in thirty days if they need to. Commissioner Hancock said they may look at what this software is. Weston said the tedious ones are the software contracts. Rebecca will get him the information on the software.

[4:37:14 PM](#) **Motion by Commissioner Martinez to adjourn at 4:37. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date