

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
APRIL 22, 2019**

Meeting called to order at 9:00. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Public Works Dave Walrath, Planning & Zoning Kevin Hathaway, IT Garn Herrick, Noxious Weeds & Invasive Species Mitch Whitmill, Sheriff Steve Anderson, Prosecutor Paul Butikofer, Deputy Prosecutor Weston Davis, Assessor Jessica Roach, Emergency Manager Rebecca Squires, Treasurer Kristine Lund, Extension Office Lorie Dye, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Lorie Dye. Prayer offered by Kevin Hathaway.

COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

• **STAFF MEETING**

[9:00:52 AM](#) Chairman Hancock welcomes everyone today. Commissioner Young does not have a lot. Did attend a board meeting with the health department last week. Things are good there. Mentioned his wife used to work there. Geri Rackow she runs this much more efficiently. They work together as a team. Discussed can see some blue on his thumb they painted their thumbnails in support of child abuse. Will bring in handout for them to look at. Does see that the water is really high.

[9:02:58 AM](#) Prosecutor Paul Butikofer does not have anything. Planning to move Thursday and Friday of this week. Hoping the elevator will be operational.

[9:03:21 AM](#) Planning & Zoning Kevin Hathaway had a public meeting last week with City of Rigby on the AOI - Area of Impact. Had a lot of questions before the meeting. We're not sure on the possible turnout. Had about twenty-five people. Most were supportive of the concept. Did have some questions on an area on the map. Consensus was this was a good meeting. Most was positive. Will have the hearing set on the May 13. Will use the template part. Have the map, agreement and text agreement. Will have the text agreement be standard for all of the areas of impact. Each would have a different exhibit section that they request. This has not been done in a while. Are moved in but still unpacking. Getting a lot of permits. Starting to get busy this time of year.

[9:05:30 AM](#) Public Works Dave Walrath still planning the road tour a week from today. Will have a list of projects that they will work on this summer. Planning to pave the parking lot tomorrow weather permitting and providing the contractors are out of the way. Did have a compaction test done and it is all good. The backside is another story. They have excavated down on the backside. Will be putting fabric down. The only other option would be to wait. Will bring pit run in and crushed base. Spent last week in Wichita, Kansas for NACE conference. Gearing up for a busy year. One of the segments at the conference was otta seal or what we refer to as a BST. Are on the cutting edge of this. Have done more in the last two years than just about anyone else in the country. This is a cost effective treatment. The professor from Iowa State said how angry people get thinking they are turning pavement into gravel. Someone from Oregon said they chip in the same season have to wait for the oil to come up into the otta seal and the dust to go away. The Oregon gentleman was with gravel roads. There was someone that did this on a concrete road. Was a good conference. On the solid waste side it is business as usual.

[9:08:45 AM](#) Probation Tammy Adkins got moved in last week. Over here now permanently. Have an open part-time female tech position for fifteen hours a week. Quit right in the middle of the move. This is on the county website. Chairman Hancock asked how they like this. Tammy said it will be awesome once they have everything set with parking and keys. Other than that it is fabulous.

[9:09:34 AM](#) Emergency Manager Rebecca Squires hopes they keep the water in the river. Latest is Palisades is running at 18,000 cubic feet per second. Cubic foot is about the size of a basketball. This what is coming down the river. Planning to stay at 18,000 for the next three weeks. This is a good flow. Henry's Fork is coming down hard expecting up to 5,000 cubic feet per second. This puts them at 23,000 at Menan and they experience flooding at 22,000. Will likely be experiencing minor flooding situations. Will have to close the boat docks. If they see anywhere where they need to be concerned about public safety please let her know. Do have some influence of what is coming out of the Palisades Dam. If they are killing us they can back this off some. There is some wiggle room. Dave asked any word on the feeder. Commissioner Clark said this will be open on Tuesday. Rebecca said this will decrease the flows at Menan. The flood control districts are monitoring the levee about every other day. Thanks the Sheriff's Office for the help out on Saturday had 179 runners on the Menan Butte. Was out there as an amateur radio operator. Talked with them and they were able to get some deputies out there. Realize this was a heavy lift. On the Human Resources side remember it is time for the performance evaluations. Hands out a something she found on how to keep good employees around.

[9:13:36 AM](#) Extension Office Lorie Dye did get moved thanks to the weed department. The computers got hooked up by Garn. All of 4-H is in full swing. Shooting sports training for leaders. Appreciates all that they do. Joseph is busy on the ag side. They have storage on the bottom and top so believes they are waiting for the inspection. Chairman Hancock said they are waiting on a separate inspection on the elevator from a state inspector.

[9:15:18 AM](#) IT Garn Herrick has been busy connecting everyone over to the annex. Things are running normal and smooth.

[9:15:48 AM](#) Noxious Weeds & Invasive Species Mitch Whitmill they will have the next auction posted on Wednesday. If they have anything else they could possibly get this listed today. Have been sterilizing the parking lots. Lorie asked they had some items left in the old building how they get approval on this. Chairman Hancock said they would need a resolution. Commissioner Young said she would get this from Audrey and schedule a time to get it approved. Mitch said they did not have a lot of items. We're going to do this every quarter. If they need to do something sooner they can if they have some items from their moves. Will see how the next one goes. Rebecca asked for some information on the auction for her to add to the county pages.

[9:19:00 AM](#) Treasurer Kristine Lund has sent over three mobile home sales on warrants of distraints to the civil deputy. They are getting ready for the May 20 tax deed hearing. Have posted the delinquents in the paper. These are all of the ones that owe on 2015 taxes. This is legal will run for four weeks. All of these hopefully will not all come to the hearing. Still trying to collect the taxes.

[9:19:58 AM](#) **Prosecutor Paul Butikofer and Deputy Prosecutor Weston Davis left the room**

[9:20:04 AM](#) Sheriff Steve Anderson said they are busy. They provide a presence at all of the Easter egg hunts. They sponsor the one in the City of Rigby. Volunteers in the county, first responder and dispatchers filled 10,000 eggs. Once they got this all set up and the kids show up it was worth it. Dispatch filled eggs while working since they have hands free sets. Tammy said he is sorry about the keys. John Wolfe was out on a surgery had this scheduled around the first initial move in date but with this it did not work out. Rebecca has been awesome. John will be back tomorrow morning and can start issuing cards. Thanks Rebecca for handling this.

[9:22:00 AM](#) Assessor Jessica Roach running like mad trying to finish reappraisals by the first of May. Will get assessments notes ready by mid-May. Got thru April 15 with a lot of deadlines on homeowner's exemptions and property tax reductions. Are on to the next hurdle. Rebecca said with assessment notices coming out have a media campaign coming out. Jessica said they have put a letter in with these. Values are increasing and to stay in compliance with the State Tax Commission there will be an increase. Mitch makes sure they are not taking up too much of Eric's time. Jessica said he is coming more since he is off with the BYU school.

[9:24:28 AM](#) Clerk Colleen Poole has budgets hands these out. Thinks everyone is familiar with these. These are due back on May 20 this is the third Monday in May. Did not do expense sheets or green sheets yet. Will get budgets back first. Will do one hurdle at a time. If they have any questions get with her.

[9:26:07 AM](#) Commissioner Clark said it will be good to get the budgets worked out for another year. Does not have anything. Just wants to thank everyone for all that they do and they appreciate all of their efforts.

[9:26:25 AM](#) Chairman Hancock said they do appreciate the work they do. Knows the move has been tough. Have been given a lot of different dates and it has driven them crazy too. Knows the parking lot they were pushing but had to replace some of the sidewalk. Hopefully they are pretty close. It is coming nicely and appreciates their patience. Once they get the front parking lot done this will be very nice. Mitch said they talked about pre-emergent on this mat. Probably will not do anything in the main part of the parking lot but will maintain this. Takes care of the lake. What about the lawns here. Chairman Hancock said will need to coordinate with Corey who does maintenance. Had talked with Corey about this and he is good to work with.

[9:28:46 AM](#) Commissioner Young said that Jessica mentioned that values are going up. Made him remember when looking at the Health Department budget everyone's contribution was going down with Public Health besides Jefferson and Bonneville. Jefferson is taking the biggest hit this is due to these increased values. Mentioned he was talking to a gentlemen on a job site that they have a good guy there and was talking about our Public Works Administrator. People do talk about things thanks Dave.

[9:30:11 AM](#) Chairman Hancock said they do appreciate their work. Knows it has been frustrating on the move but be patient. Trying their best on this. They are making progress. Have a lot of things going on in the county. Re-doing the personnel policy per ICRMP, the AIO, new calfo agreements and salary administration policy agreement. Have a lot they are trying to get in place and updated. Approved new terms and conditions for purchase orders for the county. Will be putting together a purchase order system to control this countywide. Have IT creating a program to help.

[9:34:37 AM](#) **Prosecutor Paul Butikofer and Deputy Prosecutor Weston Davis are in the room**

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)**

[9:34:45 AM](#) Motion by Commissioner Young to go into executive session 74-206 (F) - Legal. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 9:35

[9:35:09 AM](#) Chairman Hancock said they went under the wrong statute should have been a C.

[9:38:51 AM](#) Motion by Commissioner Clark to amend the previous executive session 74-206 (F) – Legal should have gone into an executive session 74-206 (C) - Acquisition of property. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[9:39:25 AM](#) Motion by Commissioner Clark to go into executive session 74-206 (F) - Legal. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 10:10

[10:11:05 AM](#) Motion by Commissioner Young to go into executive session 74-206 (B) – Personnel. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 10:14

SOCIAL SERVICES – AMY JOHNSON

- **EXECUTIVE SESSION 31-874 & 74-206 (D) – RECORDS EXEMPT FROM DISCLOSURE**

[10:15:22 AM](#) **Motion by Chairman Hancock to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

Open session 10:40

- **APPROVAL OR DENIAL OF INDIGENCY APPLICATION – (ACTION ITEM)**

PUBLIC WORKS – DAVE WALRATH

- **UPDATE**

[10:41:52 AM](#) Dave said the waterline on 4000 E is going down the east side of the road. Century Link will be moving one of the fiber lines. Our road should not be too impacted. There are utilities going into the Cottonwood School. Wanted to close this road but they did not allow them to. Planning to pave the parking lot tomorrow weather permitting. Parking lot in the back is mostly topsoil. Have excavated this down and hoping to get compaction. Next Monday at 9:00 for the road tour. Chairman Hancock said they may have a couple of actions prior to leaving. Dave will bring the van. Will start at the feeder and go west. Jerry mentioned at the last meeting they brought up demurrage issues. Chairman Hancock said they talked about ways to solve this. Dave went and looked at this in 2017 had \$900 worth and 2018 had \$925. Chairman Hancock thinks this was considerably more. Dave said this is what they had. Chairman Hancock thinks they need to look at these things they were higher than this. Dave thinks for the most part they do a good job. If something is broke down they cannot do anything until it is fixed. Chairman Hancock said he thought this was more. Dave will send the information to him and he will look back at the claims. Had talked with Idaho Asphalt last year about this. Remember other commissioners having a fit about this. Looking at solutions. Dave said they are looking at chip sealing for parts of the year they try to have this ready to minimize demurrage. Chairman Hancock said they were just looking at this if it would be a solution. Dave said they had to adjust the chipper to handle this correctly. Now they are ready for this.

[10:47:19 AM](#) Dave said the Countyline landfill is doing well being open the extra day. Thursday, Friday and Saturday now. They will be getting busy as soon as it really warms up. Chairman Hancock went down on Thursday and they were not too busy. Will once the weather hits. Dave said scrap metal has dropped so they got this picked up at the right time.

[10:48:02 AM](#) **Prosecutor Paul Butikofer left the room**

[10:48:05 AM](#) Dave said they had a couple fuel pumps go down. Still waiting for these to be fixed. Still have one diesel and one unleaded. Do have the two big tanks and have one in reserve with blended diesel. Chairman Hancock said this has been very beneficial.

PLANNING & ZONING – KEVIN HATHAWAY

- **UPDATE**

[10:50:58 AM](#) **Prosecutor Paul Butikofer is in room**

[10:51:12 AM](#) Kevin provides information from those that attended the public meeting on the area of impact for the City of Rigby. Chairman Hancock said this is the latest map but it has not changed. Kevin said there was some concern on the map being larger than they want to see. They did vote to keep this. Ty did not vote. Chairman Hancock said he sent his recommendations. Kevin said after the meeting this was one thing that the city was sure they wanted to move forward with the way it was. Chairman Hancock said the grey is current and red is the proposed area of impact. Kevin said they justified this to have services extended to the boundaries. There was question on which sections to include. Look at the map.

[10:54:11 AM](#) Representatives from Ririe. We're discussing the possibility in the future will look at creating a multi-jurisdiction water treatment plant. Thought this was a good idea. This would solve some of the issues. Lewisville doesn't currently have one.

[10:55:02 AM](#) Chairman Hancock thanks him for the Challenger letter. Paul said thanks it looks like he has done a good job. Chairman Hancock will wait for the one on the Ririe issue. Paul said that Kevin sent this to Paul Ziel then Weston will review.

[10:55:28 AM](#) Kevin said they have some confusion in their code. The issue is in the ordinance it says under R-1 an accessory building is allowed but in another section it is only allowed with a conditional use permit. Would treat this administratively. There are several basic things they can correct so they do not have to hear all of these. Chairman Hancock said they will look at this then move toward a public hearing.

[10:57:13 AM](#) Kevin said they may be over on their publication budget. All of these area of impact publications they had to publish the map and text. Chairman Hancock thanks him for the information.

[10:57:55 AM](#) **Recess until 11:00**

[10:58:04 AM](#) **Prosecutor Paul Butikofer and Deputy Prosecutor Weston Davis left the room**

Open session 11:00

COMMISSIONERS

- **EXECUTIVE SESSION 31-874 & 74-206 (D) – RECORDS EXEMPT FROM DISCLOSURE**

[11:00:29 AM](#) Chairman Hancock said next they will go into executive session they have some indigent liens from several years ago to discuss. Anyone that needs to be involved in this discussion may attend.

[11:00:48 AM](#) **Motion by Commissioner Clark to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **INDIGENT PROPERTY LIEN – (ACTION ITEM)**

Open session 11:22

[11:22:57 AM](#) Chairman Hancock appreciates them all coming in on this mess. Will accept the offer by the title company of the \$2,500 so their parcel will be free and clear.

[11:23:47 AM](#) **Motion by Commissioner Young to approve a partial lease on parcel #RPB0175024025A on condition of receiving a check of \$2,500. This is only a partial release on this lien. (Exhibit A) Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:27:10 AM](#) Chairman Hancock appreciates them all for coming in.

[11:28:01 AM](#) Chairman Hancock invites Linda up from the audience. Linda Cope in Montevieu, Idaho. Concern is being a long time citizen of Montevieu then coming back is bridging a gap. Need some better understanding between the westside and eastside. Mentioned this to Hamer Lions that they could have a community meeting to answer questions. If they could get into a mending project. There is an individual that had cows at a desert place just a few and this has turned into a full fledge pig farm. Told they could call the county commissioner. It is a prevalent attitude that call the county it does no good. Probably comes from years ago.

[11:30:27 AM](#) Chairman Hancock said they are trying some things. Have not pushed this like he should they had established a westside road advisory board. This was passed it just is not functioning like it should. Knows they had Jim Rigby, Ken Hall, Kirt Jacobson on this. Need to get together and need to meet. Might be able to allow some of these individuals to come on part of the road tour with them. Linda knows they are busy planting. Folks were longtime residents. Idea is she sees to many decisions made off of emotion. Would be nice to have a commissioner come out. Chairman Hancock said they did have some meetings at the community center he attended these. This was when they discussed splitting the county. Did not realize the costs. Linda said this was based off of emotion. Chairman Hancock said a lot of the tax bill is for the schools and has nothing to do with the county. The have a set levy amount and schools do not. When they have a big increase on the land but they lower the county levy limits. Paid a higher percentage for the schools. Knows personally because they also own property. Linda wants to help minimize the problems and work together.

[11:35:53 AM](#) Chairman Hancock said they are working on a calfo agreement to be countywide. Need to realize they do have new commissioners. Commissioner Clark is more than willing to visit with people. A public meeting he is not as ready with all of the answers is still trying to learn. More than willing to go out and visit. Is getting more comfortable. Linda said the school board was discussing closing down the Hamer school. This is on emotions. If they started small with Hamer at least they have a community there. They do not have a community in Montevieu. No place to have any activities other than a church which is fine. They lack a sense of community. Chairman Hancock appreciates her coming in they do listen to people and they do care. His daughter lives in Hamer. Commissioner Clark said he would be willing to come out to the Lions is she wants to get ahold of him with a time.

CLERK – COLLEEN POOLE – PUBLIC DEFENDER – JOHN STOSICH

• PUBLIC DEFENSE GRANT APPLICATION – (ACTION ITEM)

[11:40:52 AM](#) Colleen said the public defense grant is due May 1. Worked with John to put this together. This changes every year. John answered the questions and she input the numbers. On page seven they wanted the remaining funds they have. Do have \$50,000 in the public defense trust which is two years they have not spent. This was saved for a video conferencing system that Garn said would cost about \$30,000.

[11:42:14 AM](#) John said they met with Garn on consulting with clients in jail. They have to have a deputy to shuttle them back and forth. Lose a lot of time this way with availability. There are options and Garn indicated they have this capability. A major concern is all of the discovery is digital. Get this on Wi-Fi on the county main frame but do not have a signal at the jail so he cannot look at the discovery while visiting with the client in jail. Talking with Garn could physically run a cable and set up a secure facility in the library and would have the ability to share his digital files. Has face to face capability and would be able to see the files. Would also put this in courtroom four to help with court processes. This would solve a lot of the preparation issues. This is their idea to solve some of the problems. The jail does not have a place to meet with clients that is secure enough with the jail. Also said they did their annual training in Sun Valley and Mr. Hoopes and Mr. Taylor also attended. Chairman Hancock said these requirements for continued education. John said they were all there. Commissioner Young asked if this is once a year. John said the State Bar requires them to have thirty hours every three years but Public Defense Commission requires ten hours a year. They usually go twice so they get twenty hours. The one in the spring covers all the last year's Supreme Court decisions. Chairman Hancock asked on salary for this money. Colleen said it has to be capital expenses.

[11:46:05 AM](#) Colleen said they outlined what they would like to do. Would like to do a line item for specific services. Added this to the request to use the funds. Video conferencing is going to be the majority of this. Would do some staff training. There is \$40,000 to \$50,000 worth of items here. Did have an annual review from the Public Defense Commission and they did well. Chairman Hancock said they are one of the better ones in the state. Usually do very well. John mentions on the pending lawsuit they have a summary judgement on this. Have not requested one of these for either side. May be going toward trial.

[11:48:10 AM](#) John said he may be a live witness. Anticipating in this summary judgement case they will have to come up with a caseload recommendation for service delivery. Met with Weston so the county knows what is going on with this. Has given him some idea on how to best represent Jefferson County. Will keep them up to date.

[11:50:04 AM](#) **Motion by Commissioner Clark to approve the 2020 Indigent Grant Application for \$25,000. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

COMMISSIONERS

- **NEW BUILDING PROJECT – (ACTION ITEM)**

[11:52:28 AM](#) Colleen provides some information there is not any action on this. Chairman Hancock asked Rebecca for an update. Rebecca said with keys since Captain Wolfe is out. Plan was when these were ready they would go directly to him. With the reschedules he was unavailable to receive these. Has these secured in her office. Is the Band-Aid fix. Has only distributed only what she has felt necessary. Have done key forms for what she distributed. The one exception is Planning & Zoning managed to get a sub master prior to her receiving the keys and has not yet filled out the paperwork. They have two keys for each lock and will always keep one key. Hopefully Captain Wolfe will be in tomorrow and he can work on this. Colleen asked if this is the same as our outside door. Rebecca said no the connector has four sets of keys. Need an Allen wrench to lock these. Key cards will have to be Captain Wolfe. Loren is gone and had some keys he could not locate. Does not have the control keys this gets into all the exterior doors. This is the one that can change all the cores. Need to make sure we get this. Chairman Hancock said they may need to schedule another meeting with Blair who is still the project manager to make sure they have everything. Has anyone seen any pay estimates? Colleen said there is a claim in the claims today.

[11:57:24 AM](#) Chairman Hancock said as far as the elevator they do not have a date besides the first of the week. Commissioner Young said this is the state elevator inspector. Commissioner Clark said he is only coming from Pocatello. Colleen said the chairs came on Friday. The next item will be chairs for up front. Chairman Hancock asked Colleen to look at some additional chairs. Rebecca said the desk in her current office is available and can be moved to one of their offices. Will be making the one she has work. Can move the one they have in this building into the corner office. Will they want them to look at another desk yet? Chairman Hancock said they will wait. Colleen said they will order some office supplies for them while they are in commissioners' meeting.

- **EXTENSION PROPERTY – UTILITIES/SEWER/WATER – (ACTION ITEM)**

[12:01:38 PM](#) Audrey said they had Ruth call on this on Friday. Chairman Hancock said they had discussed giving this to The Giving Cupboard which he has some issue with or could put this up for public auction the way they are supposed to. Will need to get an appraisal. Personally has issues with donating this. Will keep everything turned on for now. Asked Rebecca to talk to some appraisers and get a value on the property.

- **APPROVE COMMISSIONER MEETING MINUTES – (ACTION ITEM)**

[12:05:07 PM](#) **Motion by Commissioner Clark to approve commissioner meeting minutes from March 25, 2019 and April 1, 2019. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[12:06:28 PM](#) Recess to review claims

Open session 12:35

- **APPROVE CLAIMS – (ACTION ITEM)**

[12:35:41 PM](#) Chairman Hancock said this is a lot of money. The one from D.L Beck these are usually approved by Scott Nielson. Should be the last major expense. Still will have the pumps. Colleen said they had an ICRMP payment. Chairman Hancock said they had tort and building. Sheriff bought two new vehicles. Will need to look at the one for the building more closely.

[12:37:38 PM](#) **Motion by Commissioner Young to approve claims from 4/8/2019 to 4/19/2019 for \$719,644.68. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

HUMAN RESOURCES – REBECCA SQUIRES

- **PERSONNEL POLICY**

[12:38:33 PM](#) Rebecca did not realize how much they went through last week. Only have fifteen pages left. Chairman Hancock said they have covered a lot of ground today. Is going to throw a wrench when talking about PTO. Down the road they need to look at they do not have a policy regarding flex time. Thinks we should. Commissioner Young said to work hours most conducive.

[12:42:01 PM](#) Chairman Hancock said if they have someone that wants a couple hours off could work eight hours or ten hours one day and take time off the next day. Commissioner Young said nine hours one day and six the next day. Rebecca said Planning & Zoning sometimes unofficially are allowed to come in late when they have had a meeting. Would take this as comp time and burn this off at a later date. Chairman Hancock said flex time could be used as long as it is in the same two weeks. Then they just flex the hours. Do not have a policy on this. Will need to come up with some type of flex policy. Rebecca asked how broad this is this an option to everyone. Knows this has to be approved just needs to know if it is for specific employees. Commissioner Young thinks it would be up to the department. Colleen said they do not want this to be too broad. Chairman Hancock said they have certain positions that have to be available for the public from 9:00 to 5:00. Those positions have to be covered. Colleen said they have different from department to department. Chairman Hancock knows that the next thing will be coming to work forty hour work weeks. Rebecca did some preliminary research on this. Will get something written up. If they are doing a policy revision now they may want to roll this in. Chairman Hancock said they will want to incorporate these things. Colleen said they do need a policy so this is not abused.

[12:45:40 PM](#) Rebecca starts with eligibility if they work more than twenty-one hours they accrue PTO on the hours worked. Keep this in. Will make sure this is added as required by law. Chairman Hancock thinks the first part relates to our county. Keep accrual schedule. Rebecca reminds them if it is dark it is in the ICRMP policy. Does not think they have to explain why they have a policy. Comp time has to be paid out would recommend they keep that they have to use comp time first even if they are at the max PTO. Unused PTO they get 100 hours if they work forty hours a week and eighty-four hours if they work thirty-five hours a week. Can do two weeks of consecutive leave as well. Is a good idea to try and keep that amount on the books. Goes over PTO management. This is very important. Have some that do not want PTO accrue for necessities. Employees are required to give two days' notice. Chairman Hancock said they should say when possible. Rebecca said it does go on about how sometimes that is not possible. Some departments use a time sheet and transfer into the computer. Others go right into the computer. Transition

provisions was in there when transitioning sick leave to PTO. Can update this where they are no longer transitioning. Chairman Hancock need this updated but some employees do still have sick leave. Rebecca said holidays are included. Full-time employees that work on holidays will receive comp time. Not sure the way this is written is being applied. Chairman Hancock said Solid Waste does spit shifts and rotates. Rebecca said if you work on a holiday not sure they get comp time to take another day off. Probation is similar. They can receive comp time but is this straight rate or 1.5 rate. Commissioner Young thinks if this is hourly it would be 1.5. Rebecca said we have ours paid at two times and ICRMP has theirs at 1.5. Will change ours to 1.5.

[12:55:09 PM](#) Rebecca said bereavement leave they have a chart. Granted at discretion of the department head. Anytime off is approved by the department head. Thinks the chart is handy. Relationships by marriage is not a blood relationship would keep this. Have leave of absences. This is a terrible paragraph. Run into those that are poor managers of their PTO. They keep about zero on the books then need time off. Then want to take this time unpaid. Can do this but is not fair to those that manage PTO and has an effect on benefits eligibility. Sometimes this is unavoidable. If you're not here you could lose their job. Chairman Hancock would still like something on this that allows for some flexibility. Have those leaving for military leave. Rebecca said that is covered by law. Chairman Hancock brings up an example if they had a county employee that is part of the state legislator is gone for two to three months. Colleen said others could resent them to cover for them while they are gone. Chairman Hancock said they had someone up at 5C has worked there since it opened. Went in for a knee replacement had PTO and comp time. Nicked an artery and had to have another major surgery. Been off for nine months. Rebecca said FMLA is only twelve weeks. This will never cover all the situations that arise.

[1:02:23 PM](#) Chairman Hancock said she is getting some time granted by the commissioners. Rebecca said they can always go beyond the law and be nice people. Commissioner Clark said it's hard if they cannot function without a person in a position. Will never have a policy for everything. Commissioner Young said to keep the flexibility in the situation. Rebecca has kept unless required by law. Elected official may allow up to thirty days for extreme circumstances. There is no reason to make this longer unless they want to deter them from taking unpaid leave. Colleen said if they are off they do not accrue any PTO. Commissioner Young said where this may affect health insurance. Rebecca said it may not depending on the timeframe they are gone. Some laws do require benefits to continue.

[1:07:34 PM](#) Most of the FMLA is included. Rebecca said when they are on FMLA and cannot work for anyone else. Colleen thinks this should stay. Rebecca said that FMLA is required by law. Does like the clause where they can place an employee on FMLA without consent. Sometimes they have ones abusing PTO and unpaid leave. If they have a medical condition they need them to go on this so they can start the clock on the twelve weeks. This gives them the ability to start termination. Only exception is if they have to hire someone for a key employee. Once that employee comes back it does not have to be the same job just an equal job with the same pay. They need a working phone number. Add Human Resources and take out County Clerk to call with any questions.

[1:12:45 PM](#) Rebecca said some of this tends to be a little wordy. Do not have credit union as a benefit anymore. Delete number five that they are allowed parking, breakroom and locker privileges. Keep number seven. Do have a county desk but they could be searched at any time.

[1:15:16 PM](#) Go to the disciplinary policy. This is not hard and fast but a guideline. Talked about the name clearing hearings. Already have an anti-discrimination clause. ICRMP says one hour we have two hours. Employee will not be prohibited to have an attorney. If they have a department head present should they be able to question the department head directly or should the commissioners directly ask that department head. Colleen said they could come up with additional questions. Commissioner Clark thinks it may become a shouting match.

[1:18:13 PM](#) Rebecca said ICRMP did not have anything on if they found fault they could allow restoration of employment and back pay. Is kind of implied that they will consider the information on the allegations. Colleen said it could be if the board finds fault. Chairman Hancock said if they did not find any fault they would not bring them back. If they find enough errors this gives them opportunity to retract.

[1:21:19 PM](#) Have reduction in force if they do not have the money they have to let people go. Thinks to keep the shorter one. The retirement policy they will abide by the law. Colleen said they do not have anything else on retirement so should keep this in. Rebecca said inclement weather is something they have to deal with. If the weather is crummy but they are open and they cannot make it to work they have to use PTO. Are supposed to notify department head or elected official. County commissioners are the only ones that can authorize closures. ICRMP took out addendum one and incorporated this into the policy. Believes they will need a social media policy. The next step will be completing the merge. Will send this out to department heads for review before coming in for approval. Then each department will have to distribute these and get employee signatures.

[1:26:03 PM](#) **Motion by Commissioner Young to adjourn at 1:26. Second by Commissioner Clark. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date