

DEPARTMENT HEAD AND ELECTED OFFICIAL MEETING

MEETING MINUTES



JANUARY 9, 2017

11:45 AM

COMMISSIONERS ROOM

ATTENDEES

Commissioners: Chairman, Jon Weber, Kimber Ricks and Todd Smith
Deputy Prosecuting Attorney: Troy Evans
County Clerk: Kim Muir

Pledge of Allegiance

Dawn Hunter

Blood Draw Dates

Dawn announced that the annual blood draw has been scheduled for D7 employees and Staff Attorney's February 8th in Idaho Falls; all other employees are scheduled February 14th through the 17th in Rexburg. The insurance requires that spouses participate in the blood draws. As a reminder, everyone should bring a driver's license and insurance card. All employees are to register and sign up online for the preventative screening.

HRA discussion

Dawn explained the County HRA plan. Employees must submit an Explanation of Benefits that shows the amount of deductible required to pay out of pocket. The County will reimburse the employee based on how many dependents are listed. After 5 years of employment, employees are eligible to have a percentage of the unused balance of the HRA money be deposited into a VEBA account. The VEBA account is funded each June.

Jeremiah Cochran

Continued Discussion Re: Implementation of Step and Grade

Jeremiah began working with the County last January and has revised our Step and Grade plan to simplify the process per the requests of Department Heads and Elected Officials. He will be emailing each department his suggestions. Jeremiah would like the Department Heads to review these and let him know they are in agreement with where they are placed on the scale. Jared Bingham with D7 has not previously been considered in this process; however he will be in the final phase of the project. Jeremiah will work with the County throughout the year to make sure this is a smooth transition.

Commissioner's Discussion Items

Solar Eclipse - August 21, 2017, 11:33 a.m.

Commissioner Weber said that studies have shown Rexburg to be one of the best areas to view the Solar Eclipse. The County has received confirmation that a large number of visitors will be coming to the area. Commissioner Weber said the County

needs to be proactive in being prepared in regards to law enforcement, emergency management, parks, etc. Jared Arnold suggested that visitors are hoping to book hotel rooms and camping spaces for this event, most are staying in town for four nights. The Fair Board is hoping to have additional RV spaces for the event, however will need the County's help to pull it all together. Entertainment such as a rodeo and a concert was discussed. Further conversation about this will be discussed at the next meeting. Commissioner Weber explained they temporarily increased the rental/camping fees in the Madison County parks for this event for everyone coming from out-of-state due to the increased burden on the parks and county. To date, not a single person has complained regarding the increases. Once the event is over, the pricing will return to the previous fees listed in County ordinance. Commissioner Weber asked that Kim and the Clerk's Office have a line item to track revenue from the Solar Eclipse.

Commissioners commented that the Parks are looking great and that our employees have contributed to that.

Departmental Comments:

Extension Office

Luke commented the County will be conducting a needs assessment.

Road and Bridge

An emergency generator for the fuel pumps at the Road and Bridge building was discussed. In the event of a large scale emergency, Road and Bridge will need additional help from other departmental budgets to successfully run the shop. Cindy explained that we have secured funds to assist with the cost of the planned frontage road that will run from the new Thornton Interchange to Bear World. In addition, the County is looking into grants to fund the road. Cindy and Reo reported that the 5000 South roadway is ready to be built as soon as the weather breaks in the spring.

Treasurer

Sherry reported that her office collected 60% of the total tax charge for the year.

Sheriff

The new Sheriff, Rick Henry and Deputy Sheriff, Bart Quayle were welcomed; they are both excited to get to work. They commented that they have an open door policy and invited everyone to visit and ask questions of them at any time.

Tri County Probation

Shay said that their office has previously worked with Rick and Bart of the Sheriff's Office and that they will continue to work together with them.

Commissioner Weber explained the new security upgrades. Shawn Boice asked about security upgrades in the Administration Building. That there remains a concern with security there where there currently is none. That the amount of monies coming through the county need to be further protected. The Commissioners commented that it is on their radar and they have received bids for

this that they are reviewing. The County is currently waiting for the completion of Courthouse project.

County Goals for 2017

Retirement Seminar Review

The Department Head's commented that the seminar was great and they would like to see it continue in the future. PERSI met with employees one on one. The employees that attended said that was very helpful. Shawn suggested that the County should be educating all employees, not just those close to retirement. This will continue to be discussed.

Reporting Protocol

Rather than having department employees communicate with vendors, state agencies, etc. Department Heads were encouraged to be the first point of contact. The Commissioners must sign all contracts on behalf of the County.

Department Heads were reminded to make sure that employees are held accountable in putting in a forty hour work week, if they are not, they are cheating the system and the tax payers.

Kirk Mace

Employee Committee Discussion

Kirk has six people who volunteered to be on the committee, they will be meeting this week for the first time. They will assist in planning the County parties; in addition they will be liaisons to the Commissioners.

Wellness Challenge

The new Wellness Challenge will begin January 19th. Kirk is requesting eight hours of comp time for those who lose 5% of their body weight and keep the weight off for two months.

Commissioner Smith made a motion to accept the eight hours of comp time. Commissioner Weber seconded and voting was unanimous.

Fair Board

Dean Kunz thanked the Sheriff's Office for their support in helping to make them an integral part of the County. The Fair Board will need help from Road and Bridge in making changes in order to be ready for the Solar Eclipse. A meeting at the Fairgrounds will be set up in the near future.

Building and Grounds

Brent reported that there are still some bugs to be worked out of the new security key fob system. Some door systems may need replaced.

The Department Head and Elected Official meeting was adjourned at 1:40 p.m.

Approved:

Jon Weber, Chairman

Kimber Ricks, Commissioner

Todd Smith, Commissioner