

Department Head and Elected Official Meeting

Meeting Minutes



OCTOBER 10, 2017

12:00 NOON

COMMISSIONERS ROOM

ATTENDEES

Commissioners: Chairman, Jon Weber, Kimber Ricks and Todd Smith

Deputy Prosecuting Attorney: Troy Evans

County Clerk: Kim Muir

Pledge of Allegiance

Commissioner's discussion items

401(K) match

Dawn Hunter from the Clerk's office was present to explain the 401(k) match. Commissioners have agreed to match employees PERSI 401(k) as they contribute up to 2% of their gross pay. Once done, the County will match up to a maximum 1% contribution. Dawn handed out forms to sign up for the 401(k) plan. Those who are already signed up don't need to sign up again. The Commissioners were thanked for the new benefit.

Merit and Phase II increases

The merit and phase II sheets will be emailed out. Kim has hard copies today for you to indicate how much each employee will receive.

Christmas department parties vs. County wide parties

Some people like coming to the county party, others like their own department party. The Commissions ask if individual departments also have their own Christmas parties using county funds, that everyone remember these monies are from tax payers and we have a responsibility to be frugal.

Informational insurance meeting

Most present suggested holding an informational insurance meeting for those close to retirement every few years rather than annually.

Flu Shots

Flu shots will be held on October 10 and 11, 8:30-4:30 at EIPHD 314 N 3rd E. here in Rexburg.

ICRMP Online University classes/tailgate meetings

Employees present were encouraged to finish by November 15th and to contact Ann Marie Sorensen in the Clerk's office for password information. Her extension is x222.

Budget copies

Copies of the approved budgets are available. Please see Kim to get your copy.

Employee evaluations

Commissioners encourage us to be honest and document when evaluations are done. We need a good paper trail if there are problems in the future; be kind, and help employees grow in their positions, however, don't gloss over issues and allow the problems to resurface and put the County in jeopardy sometime down the road.

PRIMA training October 25th in Idaho Falls at the Hilton Garden Inn. Everyone was encouraged to attend.

Departmental Reports

Fairgrounds

Evan reported he will be leveling a few buildings on the west side and cleaning up a few areas.

IT

Paul asked that we are careful about what attachments are opened in email; there have been substantial cyber-attacks. He is sending out emails when threats surface.

Third quarter employee recognition

Paul Sandoval	5 Years
Lori Lewis	25 Years
Dave Stoddard	20 Years
Mike Hirschi	20 Years
JD West	15 Years
Pam Hollist	10 Years
Moni Havelange	10 Years

These employees were given certificates and plaques thanking them for their service to the County.

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

Approved:

Jon Weber, Chairman

Kimber Ricks, Commissioner

Todd Smith, Commissioner