

**COMMISSIONERS' PROCEEDINGS**  
**Week of September 24, 2012**

Commissioners Jennifer Barrett, Tom S. Stroschein, and David McGraw met in regular session on Monday, September 24, 2012 and again on Wednesday, September 26, 2012 the following actions were taken:

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (f), convened in executive session at 10:34 a.m. on September 24, 2012, to communicate with legal counsel regarding pending/imminently likely litigation. Adjourned at 11:16 a.m.

By Motion and Order, approved and signed an Image Management Plus Product Schedule between Latah County and RICOH USA, Inc. dba IKON Office Solutions for one Ricoh Aficio MP5002SP for use in the Prosecuting Attorney's Office in the amount of \$144.42 per month for 60 months, with a black/white per copy rate of \$0.0045. Also, approve and sign a RICOH Equipment Removal/Buyout Authorization (for removal of one Canon 3045) and Work Order (for installation and training) in the amount of \$350.

By Motion and Order, pursuant to Idaho Code 67-2343, amended the agenda to include the following item on the Consent Calendar in order to make the deadline for payroll: approval to transfer Ethan Ogden from Detention Deputy to Detention Corporal.

By Motion and Order, approved the consent calendar as published on the agenda:

- Approval of the Commissioners' Proceedings for the week of September 10, 2012.
- Filed a Separation From Employment for Denise Blevins, Family Development Specialist, Youth Services, Department 08F, Line 01, September 28, 2012.
- Filed a Separation From Employment for Jordan Maag, Housekeeper; BOCC, Fairgrounds; Department 05D, Line 05, effective September 25, 2012.
- Approval to surplus equipment – Prosecutor's Office.
- Approval of a seven year incremental increase for Travis Taylor, System Administrator; BOCC, ITS; Department 05E, Line 02, effective September 1, 2012.
- Filed fully executed Amendment to Memorandum of Agreement between Latah County and the State Historical Society.
- Filed Public Defender hours for August 2012 by Charles E. Kovis.
- Approval to hire Steven Hansen, Detention Deputy; Sheriff, Detention; Department 04E, Line 06, effective September 18, 2012.
- Approval to hire Benjamin Koester, Detention Deputy; Sheriff, Detention; Department 04E, Line 12, effective September 19, 2012.

- Approval to transfer Ethan Ogden from Detention Deputy; Sheriff, Detention; Department 04E, Line 08 to Detention Corporal; Sheriff, Detention; Department 04E, Line 03, September 6, 2012.

Approved, signed and filed the transfer of a Retail Alcohol Beverage License from Kevin Satre to Puntjabi Lucky Jatt LLC dba The Perch, 509 University Ave., Moscow.

Approved, signed and filed a GIS fee waiver request by US Census Bureau.

Reviewed and approved Claims Report.

Signed and filed meeting topics for Auditor Regular Meeting.

By Motion and Order, appointed Chad Murray of Helbling Employee Benefits as insurance representative in the matter of Latah County employee benefits for a period commencing October 1, 2012 and ending September 30, 2013.

By Motion and Order, approved and signed renewal rates (as attached) between Latah County and Blue Cross of Idaho, Inc. for eligible Latah County Employees and their dependents for major medical benefits for a period beginning October 1, 2012 and ending September 30, 2013; this will be a 7.9% increase over fiscal year 2011-2012 for a premium of \$494.41 per employee per month. Benefit includes 25% for dependent coverage for eligible employees to be paid by County.

By Motion and Order, approved and signed renewal rates and contract between Latah County and Ameritas Group for eligible Latah County Employees and their dependents for vision benefits at a forty-three percent (43%) increase for a cost of \$12.36 per employee per month for a period beginning October 1, 2012 and ending September 30, 2013.

By Motion and Order, approved and signed renewal rates and contract between Latah County and Business Psychology Associates (BPA) for Employee Assistance Program (EAP) service for Latah County employees for a period beginning October 1, 2012 and ending September 30, 2013.

By Motion and Order, authorized renewal of Delta Dental (with rollover provision) at a rate of \$34.10 per employee per month (for a 0% increase over current fiscal year – plan attached) or Willamette Dental at a rate of \$39.80 per employee per month (for a 0% increase over current fiscal year) as chosen by eligible Latah County employees for fiscal year 2012-2013.

By Motion and Order, approved United Heritage Life/Accidental Death & Dismemberment (AD&D) at a rate of \$2.40 per employee per month for eligible employees effective October 1, 2012 through September 30, 2013.

By Motion and Order, approved COBRA Contract Administration through A.W. Rehn & Associates, Statewide County Program, at a rate of \$20.00 per event for eligible Latah County employees; effective October 1, 2012 through September 30, 2013.

By Motion and Order, approved the renewal of the Health Reimbursement Arrangement/Voluntary Employee's Beneficiary Association ("HRA VEBA") Plan which was approved by the Board in Resolution 2007-36 to provide a tax-free defined contribution account (\$250.00 annually) for eligible Latah County employees to pay for medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses; effective October 1, 2012.

By Motion and Order, having entered into a Contract with Rehn and Associates, on January 14, 2008, and pursuant to Resolution 2007-06, to provide HRA VEBA benefits (Health Reimbursement Arrangement/Voluntary Employees Beneficiary Association) to 'eligible' Latah County Employees to pay for medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses; hereby authorize and direct the County Auditor to process the annual payment amount of \$250.00 for Year 5 of the plan as administered by Meritain Health.

By Motion and Order, approved and signed Administrative Services Agreement with *Business Associate Addendum* between Latah County and A.W. Rehn & Associates, Inc. for administrative services for a full flexible benefits plan for Latah County employees; effective January 1, 2013.

By Motion and Order, approved the continuation of the Employer Card Services and Adoption Agreement between A.W. Rehn and Latah County for the purpose of providing eligible Latah County employees participating in the Flex Plan to use a VISA Debit Card for payment of qualified expenses from the Flex Plan Trust Account; Card would be issued by the bank, upon enrollment in the program; agreement is between participating employees and Plan Administrator, County has no administrative responsibility for the use of these cards; effective on year from date of agreement and effective October 1, 2012.

By Motion and Order, approved supplemental benefits for eligible Latah County employees with LifeMap at an amount of \$14.97 per employee per month and to include the Wellness Rider in the amount of \$2.63 per employee per month (for a total of \$17.60 per employee per month) to be administered by Helbling Benefits Consulting; effective December 1, 2012.

By Motion and Order, approved continuation of voluntary retirement plan through Nationwide Retirement Solutions to provide a plan for eligible Latah County employees for the optional Deferred Compensation Plan for Public Employees; effective January 1, 2013.

By Motion and Order, approved an increase in flat fringe benefit for eligible employees for the fiscal year October 1, 2012 through September 30, 2013 as per the following schedule: Part Time Regular Employees (1/2 time) - \$125 per month; Part Time Regular Employees (3/4 time) - \$175 per month; and Full Time Regular Employees - \$225 per month.

By Motion and order, approved an increase of the Commissioners average work week from 20 hours to 25 hours per week; and direct the County Auditor to adjust the Commissioners' salaries proportionally based on the existing Commissioner salaries.

Approved, signed and filed a memo from Clerk Susan R. Petersen regarding 2012-2013 Pay Increases for Elected Officials – County Commissioners.

Commissioners Jennifer Barrett, Tom Stroschein and David McGraw, along with Clerk Susan R. Petersen, attended the Nez Perce-Clearwater National Forest Collaborative Plan Revision Community Meeting on Tuesday, September 25, 2012 at 7:00 p.m. at the 1912 Center, Moscow. Minutes are on file.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 9:00 a.m. on September 26, 2012, to discuss records that are exempt from public disclosure, Indigent. Adjourned at 9:27 a.m.; three cases were approved and three cases were denied.

Signed and filed ICRMP policy renewal information for Latah County as presented by Shawn Sullivan, American Insurance.

By Motion and Order, pursuant to Idaho Code 67-2343, amended the agenda as follows: to include a request for a Retail Alcohol Beverage License for Lucinda Hites (for Little Bear Creek Cafe) for consideration during the Approve/Deny, Sign and File agenda.

Approved, signed and filed a Retail Alcohol Beverage License for Lucinda Hites dba Little Bear Creek Café, 101 Hwy 8, Troy.

By Motion and Order, approved the creation of Mental Health Court Fund 90-00:

- a. establish Mental Health Court Fund 90-00 budget lines in the following amounts:
  - 90-00-0440-0000 Supplies \$1,000 [transfer of \$1,000 cash from Fund 01-18]
  - 90-00-0684-0000 Contracts \$1,000 [revenue from participants]; and
- b. establish Mental Health Court Cash Fund 90-00 in the amount of \$1,000, for a total of \$2,000 for the 2012-2013 Budget; effective October 1, 2012.

By Motion and Order, having held a public hearing as provided by law, shall adjust the **2011-2012 Budget** as follows:

1. establish 2011 Homeland Security Grant Fund 271-00 \$33,981
  - a. establish 2011 Homeland Security Grant Fund 271-00 Budget in the amount of \$33,981 - revenue Idaho Bureau of Homeland Security; and
  - b. establish 2011 Homeland Security Grant Cash Fund 271-00 in the amount of \$33,981 - revenue Idaho Bureau of Homeland Security; and
2. establish 2011 NICS Record Improve Grant Fund 273-00 \$49,997
  - a. establish 2011 NICS Record Improve Grant Fund 273-00 Budget in the amount of \$49,997 - revenue Idaho State Police; and
  - b. establish 2011 NICS Record Improve Grant Cash Fund 273-00 in the amount of \$49,997 - revenue Idaho State Police; and

shall adjust the **2012-2013 Budget** as follows:

1. establish Mental Health Court Fund 90-00 \$ 2,000  
and;
2. establish 2011 Homeland Security Grant Fund 271-00 \$33,981
  - a. establish 2011 Homeland Security Grant Fund 271-00 Budget in the amount of \$33,981 - revenue Idaho Bureau of Homeland Security; and
  - b. establish 2011 Homeland Security Grant Cash Fund 271-00 in the amount of \$33,981 – revenue Idaho Bureau of Homeland Security.

These funds are unscheduled revenues or carry forward funds and the expenditure of these funds will be at no additional cost to the taxpayers of Latah County. The Board authorizes and directs the County Auditor to make the necessary adjustments.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b), convened in executive session at 3:15 p.m. on September 26, 2012, to consider personnel matters. Adjourned at 3:19 p.m.

By Motion and Order, approved and signed the Application for Certified Local Government (CLG) Grant FY2013 for the purpose of nominating properties to the National Register of Historic Places; total amount applied for is \$5,000.

By Motion and Order, approved the Chair's signature on an IECC (Idaho Emergency Communications Commission) Grant Award Document for the 2013 IECC Grant Program in the amount of \$196,620 for the project period of November 1, 2012 through October 31, 2013. Said Grant to be used to upgrade Enhanced 9-1-1 Phone system

(\$177,631.67) and for phone system maintenance for the 1<sup>st</sup> year and 80% for the 2<sup>nd</sup> year (\$10,324.58), with no match requirement for the County. Sheriff's office to administer said Grant.

Reviewed and Approved Claims Report.

Approved, signed and filed the transfer of Sarah Swanson from Adult Misdemeanor Probation Officer to Senior Misdemeanor Probation Officer, Youth Services; Department 08D, Line 01, effective October 1, 2012.

All documents are available for inspection in the office of the Clerk/Auditor/Recorder. The proceedings may also be viewed at [Http://www.latah.id.us/Dept/BOCC/Agenda.htm](http://www.latah.id.us/Dept/BOCC/Agenda.htm).

Susan Petersen  
Clerk/Auditor/Recorder

By: Kara Egan  
Deputy Clerk for the Board of Latah County Commissioners