

**BOARD OF LATAH COUNTY COMMISSIONERS’
FORMAL AGENDA AND SCHEDULE OF MEETINGS
MEETING IN ROOM 2B**

(Roll call for Executive Session pursuant to Idaho Code Section 67-2345)

MONDAY, SEPTEMBER 24, 2012

- 9:00 AM Elected Officials and Department Heads Monthly Meeting
1. ICRMP Risk Management Program – Susan Petersen
 2. Table of Organization Update
 3. Department Updates
 4. Items for Future Agenda
- 10:00 AM Civil Counsel
1. Treasurer Fees Discussion
 2. Executive Session – Pending/Imminently Likely Litigation
 3. Request to approve an Image Management Plus Product Schedule between Latah County and IKON Office Solutions (Ricoh USA, Inc.) for Prosecutor’s office copier
 4. Department Update
 5. Items for Future Agenda
- 11:00 AM Consent Calendar:
- (Being regularly considered by the BOCC, these items will be enacted by one motion unless requested by a Commissioner that one or more items be removed for separate discussion.)*
- Approve the Commissioners’ Proceedings for the week of September 10, 2012
 - File Separation From Employment for: Denise Blevins, Family Development Specialist (September 28, 2012); Jordan Maag, Fairgrounds Housekeeper (September 25, 2012)
 - Approval to surplus equipment – Prosecutor’s Office
 - *Approval of an incremental increase for: Travis Taylor, ITS System Administrator (7 year)*
 - *File fully executed Amendment to Memorandum of Agreement between Latah County and the State Historical Society*
 - *File Public Defender hours for August 2012 by Charles E. Kovis*
 - *Approval to hire: Steve Hansen, Sheriff Detention Deputy (September 18, 2012); Benjamin Koester, Sheriff Detention Deputy (September 19, 2012)*
 - *Approval to transfer Ethan Ogden from Sheriff Detention Deputy to Sheriff Detention Corporal (September 6, 2012)*
- Approve/Deny, Sign, and File
1. Consent Calendar Items Continued for Discussion and Decision
 2. Request to approve the transfer of a Retail Alcohol Beverage License from Kevin Satre to Puntjabi Lucky Jatt LLC dba The Perch, 509 University Ave., Moscow
 3. Request for GIS fee waiver by US Census Bureau
 4. Review and Approve Claims Report
- 1:30 PM Disaster Services Regular Meeting
1. Cell Phone Booster Update and Discussion
 2. Department Update
 3. Items for Future Agenda

LATAH COUNTY COMMISSIONERS' AGENDA FOR THE WEEK OF SEPTEMBER 24, 2012

- 2:00 PM Table of Organization Updates Review and Discussion
- 2:45 PM Auditor Regular Meeting
1. Budget Discussion
 2. Public Records Requests Discussion
 3. Department Update
 4. Items for Future Agenda
- 3:30 PM Employee Benefits Renewals for FY 2012-2013
1. Request to appoint Chad Murray of Helbling Employee Benefits as insurance representative for eligible Latah County employee benefits
 2. Request to approve renewal between Latah County and Blue Cross of Idaho, Inc. for Major Medical for Latah County employees
 3. Request to sign renewal between Latah County and Ameritas Group for Vision coverage for eligible Latah County employees
 4. Request to sign contract between Latah County and Business Psychology Associates (BPA) for Employee Assistance Program (EAP) service for Latah County employees
 5. Request to approve Delta Dental or Willamette Dental for Dental coverage for Latah County employees
 6. Request to approve United Heritage Life/Accidental Death & Dismemberment (AD&D)
 7. Request to approve COBRA Contract Administration through A.W. Rehn & Associates
 8. Request to approve Health Reimbursement Arrangement/Volunteer Employee Benefits Account (HRA/VEBA) for Latah County employees and authorize payment thereof by County Auditor
 9. Request to approve A.W. Rehn & Associates to administer Flex Plan for Latah County employees and to approve use of Visa Debit Card for payment of qualified expenses
 10. Request to approve LifeMap supplemental/voluntary insurance for Latah County Employees
 11. Request to approve Nationwide Retirement to provide an optional deferred compensation plan for eligible Latah County employees
 12. Request to approve flat fringe benefit for Latah County employees
 13. Request to approve Pay Increases – Elected Officials

WEDNESDAY, SEPTEMBER 26, 2012

- 9:00 AM Request for Indigent Funds
Meeting Place: US Federal Building, 220 East 5th Street, Moscow, Room 221
- 10:15 AM Solid Waste Regular Meeting
1. Contract Renewal Discussion
 2. Pat Rush Benefit Discussion
 3. Department Update
 4. Items for Future Agenda
- 10:45 AM Meeting with Shawn Sullivan regarding ICRMP Renewal for Fiscal Year 2012-2013
- 11:15 AM *Latah County Table of Organization Updates Review and Discussion (continued from Monday, September 24)*
- 1:30 PM Building and Grounds Regular Meeting
1. Probation and Youth Services Renovations Update
 2. Fairgrounds Generator Update
 3. Clean-up of Vacant Lot Update

LATAH COUNTY COMMISSIONERS' AGENDA FOR THE WEEK OF SEPTEMBER 24, 2012

- 4. Department Update
- 5. Items for Future Agenda
- 2:00 PM BOCC Weekly Review
 - Motion to amend the agenda for Approve/Deny, Sign and File item #1*
 - 1. Personal Property Tax Discussion
 - 2. Committee and Meeting Reports
 - 3. Items for Future Agenda
- Approve/Deny, Sign, and File
 - 1. *Request to approve a Retail Alcohol Beverage License for Lucinda Hites dba Little Bear Creek Café, 101 Hwy 8, Troy*
 - 2. Request to adopt Personnel Policy Handbook Revisions regarding use of Vacation and Sick Leave
 - 3. Request to approve an Application for Certified Local Government Grant FY2013 in the amount of \$5,000
 - 4. *Request to approve the Chair's signature on an IECC (Idaho Emergency Communications Commission) Grant Award Document for the 2013IECC Grant Program in the amount of \$196,620*
 - 5. Review and Approve Claims
- Executive Session - Personnel
- 3:00 PM Public Hearing to adjust the 2011-2012 and 2012-2013 budgets
- 3:30 PM Probation and Youth Services Regular Meeting
 - 1. Updating Technology Discussion
 - 2. LCYAC Update
 - 3. *Request to approve the transfer of Sarah Swanson from Adult Misdemeanor Probation Officer to Senior Misdemeanor Probation Officer, effective October 1, 2012*
 - 4. Department Update
 - 5. Items for Future Agenda

OTHER MEETINGS

MONDAY, SEPTEMBER 24, 2012

- 6:30 PM CERT Meeting, Room 2B, Courthouse

TUESDAY, SEPTEMBER 25, 2012

- 3:30-5 PM Youth Services Study Table, Room 2B, Courthouse
- 7 – 9 PM Nez Perce-Clearwater National Forest Collaborative Plan Revision Community Meeting, 1912 Center, Moscow

THURSDAY, SEPTEMBER 27, 2012

- 9:00 AM Clearwater Management Council, Orofino – Commissioner McGraw
- 10:00 AM Region 2 Detention Advisory Board, Lewiston – Commissioner Barrett
- 10:00 AM **Wellness Planning Group, Room 3B, Courthouse**
- 10:30 AM **Compensation Committee, Room 2B, Courthouse (Executive Session)**
- 2:00 PM Employee Benefits Committee, Room 2B, Courthouse
- 3:30-5 PM Youth Services Study Table, Room 2B, Courthouse
- 4:00 PM *Latah County Youth Advocacy Council, Department of Labor Conference Room, Moscow – Commissioner Barrett*
- 4:30-8 PM Palouse Basin Water Summit, University Inn Best Western
- 6:30 PM CERT Volunteer Opening Meeting, Room 2B, Courthouse
- 9/25/2012 2:31 PM **PROPOSED Amended Agenda**