

COMMISSIONERS' PROCEEDINGS
Week of September 16, 2013

Commissioners David McGraw, Tom S. Stroschein and Richard Walser met in regular session on Monday, September 16, 2013 and again on Wednesday, September 18, 2013 the following actions were taken:

By Motion and Order, approved the Chair's signature on the Idaho Department of Commerce Rural Idaho Economic Development Professional Memorandum of Understanding (MOU) between Latah County, Latah Economic Development Council, Inc. (LEDC) and Idaho Department of Commerce (Department) to provide continued funding for the purpose of delivering locally based, full service economic development services to rural communities across Latah County for the period of July 1, 2013 through June 30, 2014. Funding assistance awarded by the Department in the amount of \$30,000, with a match of \$35,850 to be provided by LEDC.

Approved, signed and filed a request to add a new line to the Table of Organization Legal Assistant, Deputy Prosecuting Attorney; Prosecuting Attorney, Department 07 at Line 12 and adjust all following line numbers accordingly.

Approved, signed and filed a change in Pay Grade for Mike Cavanagh, Deputy Prosecutor B, Prosecuting Attorney, Department 07, Line 03 from PAC to PAB, effective October 1, 2013.

Approved, signed and filed a change in Pay Grade for Adrienne Willems, Deputy Prosecutor B, Prosecuting Attorney, Department 07, Line 04 from PAC to PAB, effective October 1, 2013.

Approved, signed and filed a change in Pay Grade and Position Title for Mia Vowels, from Deputy Prosecutor C to Deputy Prosecutor B, Prosecuting Attorney, Department 07, Line 03 from PAC to PAB, effective October 1, 2013.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b) & (d), convened in executive session at 10:15 a.m. on September 16, 2013, to consider personnel and records exempt from public disclosure. Adjourned at 11:05 a.m.

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

- Approval of Commissioners' Proceedings for the week of September 9, 2013.
- Filed Separation From Employment for Debra Groberg, Law Student Pro Bono/Extern, Prosecuting Attorney, Department 07, Line 16, effective July 11, 2013.

By Motion and Order, having adopted the 2013-2014 County Budget at a Public Hearing on August 28, 2013 the BOCC has determined that the elimination of the Motor Pool Department is in the County's best interests of both economically and for the staffing and workload purposes; Pursuant to 9.1 of the Latah County Personnel Policy Handbook: "Reduction in Force" In accordance with 2.1.5 of the Handbook, the Latah

County Board of Commissioners reserves the right to reduce forces to maintain the effective functioning of the Latah County Government. Decisions about the reductions are not subject to the due process or grievance procedure established in the Handbook”; further, 2.1.5 states: “All positions listed on the Table of Organization are subject to the following: Employee assignments may be affected due to reductions in force made due to economic condition or to change in staffing and workload. The Board reserves the right to make any change in work force or assignment of financial resources that it deems to be in the County’s best interest.”; closure will be effective September 30, 2013 which is the end of the fiscal year.

Signed and filed notice to Rehn & Associates regarding change in vendor for COBRA administration.

Signed and filed notice to Helbling & Associates regarding change in vendor for COBRA administration.

Signed and filed Final Auction Settlement from Clints & Lam Auctions for the Latah County Surplus Auction held on September 8, 2013.

Approved, signed and filed the FY2013-2014 salaries for Elected Officials.

Approved, signed and filed the FY2013-2014 salaries for District Court Department.

Approved, signed and filed the FY2013-2014 salaries for Auditor/Recorder Department.

Approved, signed and filed the FY2013-2014 salaries for Social Services Department.

Approved, signed and filed the FY2013-2014 salaries for BOCC, Administration.

Approved, signed and filed the FY2013-2014 salaries for BOCC, Museum Department.

Approved, signed and filed the FY2013-2014 salaries for BOCC, Solid Waste Department.

Approved, signed and filed the FY2013-2014 salaries for BOCC, Fairgrounds Department.

Approved, signed and filed the FY2013-2014 salaries for BOCC, Information Technology Services.

Approved, signed and filed the FY2013-2014 salaries for BOCC, Building and Grounds Department.

Approved, signed and filed the FY2013-2014 salaries for BOCC, Parks and Recreation Department.

Approved, signed and filed the FY2013-2014 salaries for BOCC, Disaster Services/LEPC Department.

Approved, signed and filed the FY2013-2014 salaries for BOCC, Weed Control Department.

Approved, signed and filed the FY2013-2014 salaries for County Extension Department.

Approved, signed and filed the FY2013-2014 salaries for Treasurer Department.

Approved, signed and filed the FY2013-2014 salaries for Probation Services Department.

Approved, signed and filed the FY2013-2014 salaries for Sheriff Department.

Approved, signed and filed the FY2013-2014 salaries for Planning & Building Department.

Approved, signed and filed a request for financial contribution to the 2013 Palouse Basin Water Summit; will contribute \$1,000.

Approved, signed and filed a request for financial contribution to the City of Potlatch 2013 Holiday Fireworks Display; will contribute \$500.

By Motion and Order, approved the Chair's signature on a Professional Services Agreement between Latah County and Rimrock Consulting, Inc. for work associated with the job of County Surveyor; payment in the amount of \$61.20 per hour, not to exceed \$1,190.67 per month; effective October 1, 2013 through September 30, 2014 with an automatic renewal provision unless otherwise noticed by the parties.

Signed and filed additional information regarding an Application for Permit to the Idaho Department of Water Resources for Dorothy Mae Libey Trust; will not file a protest on this application.

Reviewed and Approved Claims Report.

Approved, signed and filed a request to set fees for Retired Law Enforcement Concealed Weapons License as presented by the Latah County Sheriff's Office. The necessary public hearing to be scheduled and noticed.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 2:19 p.m. on September 16, 2013, to discuss records that are exempt from public disclosure. Adjourned at 2:45 p.m.

Approved, signed and filed an Application for Hardship by Jared Wolfe, Parcel Number RPM01640003002BA; County will waive balance of 2010 taxes if payment conditions are met by December 31, 2013.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b), convened in executive session at 3:15 p.m. on September 16, 2013, to consider personnel matters. Adjourned at 3:50 p.m.

Filed Minutes from Neighborhood meeting regarding the Latah County Application to City of Moscow to Rezone county vacant lot from R4 (Multi-family Residential) to GB (General Business) held at 5:30 p.m. on Monday, September 16, 2013.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (d), convened in executive session at 9:00 a.m. on September 18, 2013, to discuss records that are exempt from public disclosure, Indigent. Adjourned at 9:55 a.m.; two cases were approved and three cases were denied.

By Motion and Order, pursuant to Idaho Code 67-2345 (1) (a)&(b), convened in executive session at 10:31 a.m. on September 18, 2013, to consider personnel matters. Adjourned at 11:20 a.m.

By Motion and Order, appointed Chad Murray of Helbling Employee Benefits as insurance representative for Latah County employee benefits effective October 1, 2013 through September 30, 2014.

By Motion and Order, approved and signed an acceptance of renewal rates with Blue Cross of Idaho, Inc. for major medical benefits for eligible Latah County employees and their dependents and continuation of Business Psychology Associates, through Blue Cross of Idaho, for Employee Assistance Program (EAP) services. Rates reflect a 7.5% increase over the current fiscal year and a change in Member Coinsurance from 10% / 30% (In-Network/Out-of-Network) to 20% / 40% (In/Out). Latah County will continue to pay 25% towards dependent coverage for eligible employees. Effective October 1, 2013 through September 30, 2014.

By Motion and Order, approved and signed an Application for Vision Care Plan with VSP for eligible Latah County employees and their dependents for VSP Direct vision benefits at a rate of \$9.35 per employee per month as outlined for a 27.85% decrease over current rates; effective October 1, 2013 through September 30, 2014.

By Motion and Order, authorized renewal of Delta Dental (with rollover provision) at a rate of \$34.78 per employee per month (for a 2% increase over current fiscal year) 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 2013-2014.

By Motion and Order, approved continuation with United Heritage Life/Accidental Death & Dismemberment (AD&D) coverage for Latah County eligible employees at the rate of \$2.40 per employee per month (for a 0% increase over current fiscal year) effective October 1, 2013 through September 30, 2014.

By Motion and Order, approved and signed a Helbling Employee Benefits COBRA Administration Agreement between Latah County and Helbling Employee Benefits to appoint Helbling to act as Latah County's third-part administrator of COBRA at a rate of \$20.00 per event for eligible employees, effective October 1, 2013 through September 30, 2014.

By Motion and Order, approved the renewal of the Health Reimbursement Arrangement/Volunteer Employees' Beneficiary Association (HRA/VEBA) Plan as approved by the Board in Resolution 2007-36, for eligible Latah County employees to pay for medical, dental, vision, tax qualified long-term care and non-covered healthcare expenses in the amount of \$250.00 annually; effective October 1, 2013; and as administered by Meritain Health. Further, authorize County Auditor to process said annual payment.

By Motion and Order, approved continuation of Administrative Services between Latah County and A.W. Rehn & Associates, Inc. for administering a full flexible benefits plan for eligible Latah County employees effective October 1, 2013 through September 30, 2014. Further, approved continuation of the Employer Card Services and Adoption Agreement to provide participating employees to use a Visa Debit Card for payment of qualified Expenses from the Flex Plan Trust Account, also effective October 1, 2013 through September 30, 2014. County has no administrative responsibilities for the use of these cards.

By Motion and Order, approved continuation of supplemental/voluntary insurance with LifeMap for eligible Latah County employees effective December 1, 2013. County to contribute \$17.60 for Critical Illness Plan with Wellness Rider. Additional coverage may be purchased by the employee via payroll deduction. LifeMap benefits administered by Helbling Employee Benefits.

By Motion and Order, approved continuation of voluntary retirement plan through Nationwide Retirement Solutions to provide an optional plan for eligible Latah County employees for the Differed Compensation Plan for Public Employees; effective January 1, 2014.

By Motion and Order, approved the continuation of the flat fringe benefit for eligible employees for fiscal year October 1, 2013 through September 30, 2014 as follows: Part-time Regular Employees (1/2 time) - \$125 per month; Part-time Regular Employees (3/4 time) - \$175 per month; Full-time Regular Employees - \$225 per month.

Signed and filed Blue Cross of Idaho Health Services, Inc. and Delta Dental experience reports for Latah County; and IRS Guidance on Delay of Employer Mandate Penalties and Reporting Requirements as presented by Helbling Employee Benefits.

By Motion and Order, pursuant to Idaho Code 67-2343, amended the agenda to include items on the Approve/Deny, Sign and File as follows: Contract with Mr. Cabinet, Contract with Idaho Correctional Industries, Courtroom One Update, Incremental Increases for Jennifer Bryant and Steven Hansen as items as time sensitive and cannot wait until the next meeting of the Board on September 30, 2013.

By Motion and Order, approved the Chair's signature on an Amendment to Memorandum of Agreement between Latah County and the Idaho State Historical Society to extend the performance period for the FY2013 Certified Local Government (CLG) program grant through August 31, 2014 and carry over \$3,594.74 in funding to FY2014.

By Motion and Order, approved and signed the Application for Certified Local Government (CLG) Grant FY 2014 for the purpose of nominating properties to the National Register of Historic Places; total amount applied for is \$1,406 to be combined with carry forward funds from FY2013 in the amount of \$3,594 for a total of \$5,000.

By Motion and Order, approved the Chair's signature on a Memorandum of Agreement and Assurances between Latah County and the Idaho State Historical Society to carry out project work as specified in the Historic Preservation Commission Application, assisted with a matching grant-in-aid in the amount of up to \$1,406 or 50% of eligible costs, whichever is less, to support the National Register of Historic Places program in Idaho. Project shall be conducted between October 1, 2013 and August 31, 2014.

By Motion and Order, approved the Chair's signature on the renewal of the County Extension Agreement and Budget between Latah County and the University of Idaho College of Agriculture and Life Sciences in the amount of \$91,102 for fiscal year 2013-2014.

Approved, signed and filed a request for financial contribution to Latah Economic Development Council (LEDC) for participation in the International Economic Development Conference panel on October 8 in the amount of \$1,427.39.

Approved, signed and filed the FY2013-2014 salaries for Assessor's Department.

By Motion and Order, approved contract with Mr. Cabinet Mfg., Inc. for Millwork and countertops on Courtroom One in an amount not to exceed \$19,965.12; as part of Courtroom remodel, funds are available; project will be under the supervision of County Clerk, Susan R. Petersen and Building and Grounds Supervisor, Jim Kremer.

By Motion and Order, approved the contract with Idaho Correctional Industries for ballistic panels for Bench and Clerk, to be purchased and installed in Courtroom One, in an amount not to exceed \$1,952; as part of Courtroom One remodel, funds are available.

Approved, signed and filed Courtroom One Remodel project information as presented by Susan R. Petersen, County Clerk.

Approved, signed and filed a 5 year incremental increase for Jennifer Bryant, Administrative Assistant; Sheriff, Administration; Department 04A, Line 02, effective September 1, 2013.

Approved, signed and filed a 1 year incremental increase for Steven Hansen, Detention Deputy; Sheriff, Detention; Department 04E, Line 05, effective September 1, 2013.

Reviewed and Approve Claims Report.

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