

BOISE COUNTY BOARD OF COMMISSIONERS
MONDAY, JUNE 30TH, 2014
BOISE COUNTY PUBLIC SAFETY BUILDING
OFFICIAL MEETING MINUTES

In attendance: Commissioner Jamie A Anderson, Vicki L Wilkins; Chair Barbara M Balding; Clerk Mary T Prisco, Chief Administrator Woodstrom, Chuck Morgan, John Roberts, Paul Rekow, Mike Bottoms, Assessor Adamson, Prosecutor Gee, Pam Garlock, Ben Roeber, Rora Canody, Treasurer Hutchings and Valarie Delyea.

Chair Wilkins called the meeting to order at 9:30 a.m. and the Pledge of Allegiance was recited.

State Controller - Internal Control Training: Commissioner Anderson started the presentation. Brandon Purcell and Tiffini LeJeune were in attendance from State Controller. Brandon spoke about responsibility, accountability, a coordinated system, safeguard assets, accuracy and reliability and operational efficiency. Policy manuals and internal control checklists (self assessments) are available at www.sco.idaho.gov. Internal control is a process, affected by people, designed to provide reasonable assurance regarding the achievement of objectives. There was discussion on components – control environment, risk assessment, control activities, information, communication and monitoring activities. On the Control Environment, they talked about commitment to integrity & ethical values, set the tone at the top, establish standards of conduct, evaluate adherence to standards, address deviations in a timely manner, provide oversight of development and performance of internal control, establish oversight responsibilities, apply relevant expertise, operate independently, provide oversight for the system. Their commitment to competence – written job descriptions, define tasks, evaluate employees knowledge and skills, provide training opportunities, attract, develop & retain individuals, plan & prepare for succession. They talked about selection and developing control activities, preventive check and/or detective check, segregating duties. Ms. LeJeune took over the training and discussed fraud statistics. Prosecutor Gee recommended control policies for departments. Commissioner Anderson spoke about Idaho University having a policy in place.

Procurement Card discussion/policy review: This is to be used for emergency/needed items or such as use for travel or buy items for the office (if cheaper). Clerk Prisco spoke about monitoring of usages and certain bills that are set up for credit card payment. It could also be used for meals, etc when traveling. To have no late charges, departments are responsible for making prompt payments. They discussed possibly limiting the card usage to \$1,000 and if there is a need for a higher amount, they will have to contact the Clerk's office.

Roundtable discussion: Community Justice Administrator, Val Delyea, picked up their new vehicle and their old vehicle is going for auction. Clerk Prisco spoke about the budget and records retention. Road Department Assistant, Chuck Morgan, stated that 18 miles of crack seal is done, tabs are on Davey's Bridge and may chip seal and paint lines. Emergency Management Coordinator, John Roberts, gave updates to conference room. Noxious Weeds Supervisor, Mike Bottoms, stated they finished Atlanta project and will soon done with CWMA's. Horseshoe Bend fire – Mike Bottoms will meet with the fire inspector on Wednesday. Treasurer Hutchings had nothing to report. Assessor Adamson stated there are 19 Board of Equalization appeals and then the Appraisers go out into the field. Prosecutor Gee stated he has a good group of employees in his office and that they are working on a criminal case. Coroner, Pam

Garlock, will be out of town for awhile. Sheriff Roeber spoke about 4th of July weekend and the fire in Horseshoe Bend by the Solid Waste Transfer Station. P&Z Staff, Rora Canody, gave an update on LUO and the next meetings are July 17th and 31st. Mindy Dorau has been out in field and they are receiving many phone calls as this is a busy time of the year. Commissioner Anderson spoke about CAI vs Corporate Technologies. Commissioner Balding had nothing to report. Chair Wilkins stated that the Purchasing Policy was sent out and a copy was given to all. Prosecutor Gee stated that the last Monday in July department head/elected official meeting will talk about the cost of living issue/discussion.

DOCUMENT MGMT. SYSTEM DEMO: Clerk Prisco provided an introduction to Chris Whalen, Integra Paperless Solutions, and the background of why we have been working with Chris.

There was a Purchasing Policy Resolution discussion of building content piece (less than \$250 per item).

AT-WILL EMPLOYMENT POLICY DISCUSSION: Prosecutor Gee facilitated a discussion of an "At Will" employment policy.

RECORDS RETENTION/DESTRUCTION: There was a brief discussion on the possible cost for the records destruction.

With unanimous consent, the meeting was adjourned until Tuesday, July 1st, 2014.

Approved this 29th day of July, 2014.

VICKI L. WILKINS, Chair
Boise County Board of Commissioners

Attest:

MARY T. PRISCO, Clerk to the Board