

BOISE COUNTY BOARD OF COMMISSIONERS  
MONDAY, JANUARY 26<sup>th</sup>, 2015  
BOISE COUNTY PUBLIC SAFETY BUILDING  
**OFFICIAL MEETING MINUTES**

In attendance: Chair Wilkins, Commissioner Ward, Clerk Prisco, Chief Administrator Woodstrom, Rora Canody, April Hutchings, Pam Garlock, Ben Roeber, Val Delyea, John Roberts, Paul Rekow, Mike Bottoms, Prosecutor Gee, Bill Jones, Chuck Morgan. Absent: Commissioner Jackson.

Chair Wilkins called the meeting to order and the pledge of allegiance was recited.

**INTERNAL CONTROLS (Resolution 2015-15) FINAL REPORTING:** Chair Wilkins spoke about the procedures within the policy. Prosecutor Gee spoke about the policy, stating that this is to standardize procedures. Clerk Prisco and Treasurer Hutchings both spoke about the procedures. There was discussion on expecting ACH funds, to let the Treasurer know so she can watch for it and discussion on amending the transmittal form to include the beginning cash on hand. A new draft of the policy will be at the next Department Head/Elected Officials meeting in February.

**PROCUREMENT CARD UPDATE/DISCUSSION:** Clerk Prisco stated Prosecutor Gee's office has received two cards and that they are our "test" to go through the procedure to make sure all is working properly. Clerk Prisco stated that if any other departments are interested to contact her for a card.

**CLAIM ENTRY APPLICATION (Clerk Prisco):** Clerk Prisco spoke about the application and determining which departments have the application and then getting the software installed where needed.

**BACKGROUND CHECKS:** The form that is being discussed is in the County's employment application. Prosecutor Gee spoke about what departments are using this and what is available through the Sheriff's office. Sheriff Roeber stated that the "County" cannot use their information for the background checks. It was suggested that whatever each department is using, to share that with the other department heads. There was discussion on updating personnel information and how often, such as driver's license and insurance. Mike Bottoms and Paul Rekow stated they would review the policy on when they would need to update the department on personal driving issues and validity.

**ROUNDTABLE DISCUSSION:** P&Z Administrator, Rora Canody, stated they (committee) are still working on ULO and that the next meeting is this Thursday from 10 am to 5 pm at Public Safety Building. Ms. Canody stated that N. Yonker is now permanent part-time. Prosecutor Gee spoke about ULO and the extension. Sheriff Roeber spoke about emergencies on forest land and stated that we can be reimbursed for our costs. Sheriff Roeber stated that his department is doing search and rescues and that the SRO is going well. Community Justice Administrator, Valarie Delyea, stated she was at "train the trainer" for Restorative Justice Practices and that her department is starting Strengthening Families tonight. Clerk Prisco stated she has interviewed people for the Horseshoe Bend office part-time position and stated that there is still an open position in the financial department of the Clerk's office. Emergency Management Coordinator, John Roberts, spoke about the LEPC meeting and the Title III project

of redrawing the property boundaries is done. Solid Waste Supervisor, Mike Bottoms, stated he will be in training next week and will be finishing reports. Prosecutor Gee spoke about personnel updates and stated that the new hire, Jolene Maloney's, expertise is on the criminal side. Prosecutor Gee stated that Ms. Hastie is the new Victim's Rights Advocate. Commissioner Ward stated he is working on the Banks/Lowman Highway issue. Assessor Juszczak stated that new map information is coming. Road Department Superintendent, Bill Jones, spoke about their use of de-icer on certain parts of the roads that attract ice. Road Department Assistant, Chuck Morgan, stated they are trying to catch up on fixing pot holes, etc. Commissioner Anderson was using her personal email...Prosecutor Gee spoke about using personal email for County business and that it is not advisable. Chair Wilkins stated that we (County) now have a ticket generation system for CAI issues and it has been going well. February 9<sup>th</sup> is the Tech Committee meeting in the Public Safety Building. Chair Wilkins MOTIONED to recess today's meeting and reconvene tomorrow at 9 am. Commissioner Ward SECONDED.

Approved this 3<sup>rd</sup> day of February, 2015.

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**VICKI L. WILKINS**, Chair  
Boise County Board of Commissioners

**Attest:**

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MARY T. PRISCO, Clerk to the Board