



## Madison County Commissioners Department Head Meeting Minutes

APRIL 7, 2014

8:00 AM

COMMISSIONERS ROOM

### ATTENDEES

**Commissioners:** Chairman Kimber Ricks, Jon Weber and Todd Smith was excused  
**Deputy Prosecuting Attorney:** Troy Evans  
**County Clerk:** Kim Muir

## AGENDA TOPICS

### **Pledge of Allegiance:**

Dave Walrath

### **Invocation:**

Craig Rindlishbacher

Those in attendance were: Commissioner Ricks, Commissioner Weber, Troy Evans, Kim Muir, Kirk Mace, Sherry Arnold, Brent McFadden, Brent Saurey, Rodney Lusk, Paul Sorensen, Craig Rindlisbacher, Dave Walrath, Roy Klingler, Ryan Brown

### **County Issues**

**Health Benefits** – The Affordable Care Act requirements are changing daily. We are expected to meet deadlines and requirements. Commissioners and Clerks have attended meetings to stay in compliance. Seasonal employees that have been laid off at the end of season will have to begin the interview and rehire process.

### **Step and Grade Salary Administration**

The step and grade system was explained. We try to keep all like jobs at approximately comparable positions on the step and grade scale. Other than annual merit increases and cost of living raises, we need to keep employees at the same position on the scale. If there are promotions or they receive special degrees or training, they would advance on the scale at that point.

**Large Purchases.** Commissioners encouraged department heads to check with commissioners before making or committing to large purchases. All were also encouraged to shop local when possible.

### **Training**

**Harassment Issues** – Troy Evans gave a presentation on harassment. He defined what it is, how it occurs, how to recognize it, stop and report it, and discussed examples. He also discussed Madison County policy on how to report and deal with these types of claims. His PowerPoint presentation is available through the Clerk's office. Kirk Mace followed up with demonstrations of what most would take as normal practices, but others would feel violated in certain

situations. He discussed some practical points on exit interviews, treatment of staff, and what to do if you are accused.

**Personnel Records** were covered in the step and grade section of the minutes.

**Leadership** Good leaders are good managers, but good managers aren't always good leaders. Two things to look for: skills and traits. Skills can be taught and learned; traits are more a personality trait and are hard to change. Examples of traits to look for: How well they work with a team, work ethic, reliability, self-starters. The question was asked how you can tell if a person has these traits in a job interview. You do everything you can, including background checks. County Policy allows a 1 year probationary period, but you have already invested a lot of time training an individual. The sheriff's office does a personality test, extensive background check and a polygraph. The suggestion was made to ask the following: In your last job what gave you your greatest sense of accomplishment. Also, what is your biggest weakness? Skills can be taught; traits can be strengthened but normally not developed. What do you want in the person you hire? A secret to success – surround yourself with people who know more than you do.

Commissioners commended Department heads for what they are doing.

Budgets were discussed. Commissioners urged all to look at long term maintenance and put contingency plans in place for unexpected items. Look at employees first. A 5 year retirement plan per department was requested at the last meeting. How are we doing with this plan?

Paul mentioned the new phone system that will be going in the 26<sup>th</sup> and 27<sup>th</sup> of this month. We will need to reinitialize voice mail, but extensions should remain the same. Departmental ID's will show up with the new system.

#### ***Review and sign***

Commissioner Ricks made a motion to sign the **ITD/LHTAC Guardrail project contract**. Commissioner Weber seconded and voting was unanimous.

Commissioner Ricks made a motion to sign **Resolution No. 370 Proclaiming April 2014 as Fair Housing Month**. Commissioner Weber seconded and voting was unanimous.

Commissioner Weber made a motion to sign the **personnel actions**. Commissioner Ricks seconded and voting was unanimous.

Commissioner Weber made a motion to sign the **claims** presented by the clerk in the amount of \$679,805.64 (General Account \$158,177.03). Commissioner Ricks seconded and voting was unanimous.

Commissioner Ricks made a motion to **approve polling places for May 20 primary election**. Commissioner Weber seconded and voting was unanimous.

Commissioner Ricks made a motion to **set the budget hearing September 2, 2014 at 9:00 a.m. for Madison County, Madison County Ambulance and Madison County Mosquito Abatement**. Commissioner Weber seconded and voting was unanimous.

**Paul Sorensen:**

Commissioner Weber made a motion to sign Purchase Agreement with Business Phone Specialists, Inc. for the county phone system. Commissioner Ricks seconded and voting was unanimous.

***Discussion Items***

**PacifiCorp repayment plan**

This matter was discussed. Clerk Kim Muir will prepare a letter to be sent out to taxing districts and will have approved by commissioners.

**Budget discussion for department meetings**

A date for budget discussions will be set at the next commission meeting.

**Letter from City of Rexburg regarding Intra City Transportation**

Commissioner Weber made a motion to sign the City of Rexburg letter of support. Commissioner Ricks seconded and voting was unanimous.

**Discussion of water system in the Courthouse**

This was explained in the Department Head meeting. There will be more discussion and a contract signed at the next meeting.

**Troy Evans/Kim Muir: Discussion of Plano Cemetery District and contributions to Madison County on behalf of a war memorial. Plano Cemetery district –**

Contributions to the county can be a charitable contribution in certain limited circumstances. Under the IRS law any government entity is a charitable contribution, and if people wanted to give money to the Plano Cemetery district in order to erect a war memorial, these monies can be deducted for tax purposes. A receipting and tracking process was discussed on how to accept and track payments.

**Wellness update and request**

Kirk Mace reviewed the previous wellness challenges and reported on the current program that ends on Thursday. There will be approximately 10 employees complete the challenge with the stricter requirements. The next challenge will begin May 1 and will be an 8 week competition with the City. The Commissioners encouraged Kirk to move forward with the current requirements. There will be 8 hours of comp time given to employees who lose 5% of their beginning body weight and keep it off for 2 months.

**Commissioner Weber made a motion to adjourn. Commissioner Ricks seconded and voting was unanimous.**

Approved:

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Kimber Ricks, Commission Chairman

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Jon Weber, Commissioner

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Todd Smith, Commissioner