

Commissioner Minutes

February 6, 2025 – 9:30 a.m. to 10:57 a.m.

MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEMS

Commissioners Leslie Van Beek, Brad Holton and Zach Brooks

Chief Deputy P.A. Aaron Bazzoli

Deputy P.A. Ben Cramer

Deputy P.A. Zach Wesley

Clerk Rick Hogaboam

Controller Kyle Wilmot

Auditing Supervisor Sarah Winslow

HR Director Marty Danner

CCSO Sr. Finance Specialist Bree Ann Kilbourne

CCSO Financial Manager David

Cpt. Harold Patchett

Elections Supervisor Haley Hicks

IT Business Manager Caiti Pendell

COO Greg Rast

Facilities Director Rick Britton

Interim DSD Director Jay Gibbons, Associate Planner Emily Bunn and Principal Planner Dan Lister

Deputy Clerk Jenen Ross _____

MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEMS

The Board met today at 9:30 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks Chief Deputy P.A. Aaron Bazzoli, Deputy P.A. Ben Cramer, Deputy P.A. Zach Wesley, Clerk Rick Hogaboam (left at 9:45 a.m.), Controller Kyle Wilmot (left at 9:45 a.m.), Auditing Supervisor Sarah Winslow (left at 9:45 a.m.), HR Director Marty Danner (left at 9:44 a.m.), CCSO Sr. Finance Specialist Bree Ann Kilbourne (left at 9:44 a.m.), CCSO Financial Manager David Ivers (left at 9:44 a.m.), Cpt. Harold Patchett (left at 9:44 a.m.), Elections Supervisor Haley Hicks (left at 9:39 a.m.), IT Business Manager Caiti Pendell (left at 9:46 a.m.), COO Greg Rast, Facilities Director Rick Britton (arrived at 9:32 a.m.), Interim DSD Director Jay Gibbons, Associate Planner Emily Bunn and Principal Planner Dan Lister (arrived at 9:37 a.m.), and Deputy Clerk Jenen Ross.

Commissioner Holton spoke to the confusion that happened during the Clerk's meeting yesterday regarding new positions. He read a memo prepared by COO Rast into the record.

Commissioner Holton stated that these are not new positions being considered as of February, these were positions approved as part of the FY25 budget.

The action items were considered as follows:

Consider signing Notice of Intent to Award Contract for the HRIS and/or Payroll System: Mr. Wesley requested this action item be postponed. HR and Audit has narrowed the submissions down to three (3) companies from which they'd like to see software demonstrations. They anticipate being back before the Board within a month to make a recommendation on a new company or continuing with the system already in place.

Consider ballot for appointment of Washington County Commissioner Jim Harberd to the SWDH Board of Health: Commissioner Brooks said this is the usual process to appoint a new commissioner to the SWDH Board of Health. He's had the opportunity to speak with Commissioner Harberd and recommends confirming his appointment to the board. Upon the motion of Commissioner Holton and second by Commissioner Van Beek the Board voted unanimously to sign the appointment of Washington County Commissioner Jim Harberd to the SWDH Board of Health.

Consider signing Resolution Authorizing the Acceptance of State Criminal Alien Assistance Program (SCAAP) Grant Funds: Mr. Cramer confirmed this has been reviewed by legal and is just the standard agreement and terms. The grant amount is \$30,060 which is for the housing of undocumented criminal aliens after conviction during the reporting period of July 1, 2022 through June 30, 2023. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution authorizing the acceptance of State Criminal Alien Assistance Program (SCAAP) Grant Funds (resolution no. 25-019).

Consider signing Resolution Classifying Records of the Canyon County Clerk and Authorizing the Destruction of Certain Records: Ms. Hicks explained they would like to destroy the unused ballots from the November 2024 election. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution classifying records of the Canyon County Clerk and authorizing the destruction of certain records (resolution no. 25-020).

Consider signing Financial Software Agreement: Controller Wilmot explained that the current software being used will likely be end-of-life and unsupported within the next 5-years. This agreement will allow use of the same company but will be cloud-based and provide additional reporting features. There is an increased cost for the upgraded version. They are hoping for implementation in the late summer/early fall. A read-only platform can be set up

for the Board and training can be available once audit is experienced in using the system. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign the financial software agreement with Blackbaud (agreement no. 25-013).

Consider signing Business Services Agreement with Sparklight: Mr. Rast explained this is in cooperation between the Sheriff's Office and Information Technology. With the Sheriff's Office now being an affiliate with Internet Crimes Against Children this is a designated internet link for investigative purposes and should be reimbursed by the state. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign the business services agreement with Sparklight (agreement no. 25-012).

A request was made to go into Executive Session as follows:

EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND TO COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

Commissioner Van Beek made a motion to go into Executive Session at 9:46 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (f) regarding records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Brooks. Commissioner Holton took a roll call vote where he along with Commissioners Van Beek and Brooks voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Chief Deputy P.A. Aaron Bazzoli, Deputy P.A. Ben Cramer (left at 10:49 a.m.), Deputy P.A. Zach Wesley, COO Greg Rast, Facilities Director Rick Britton (left at 9:54 a.m.), Interim DSD Director Jay Gibbons, Associate Planner Emily Bunn and Principal Planner Dan Lister (DSD staff left at 10:39 a.m.). The Executive Session concluded at 10:56 a.m. with no decision being called for in open session.

The meeting concluded at 10:57 a.m. and an audio recording of the open portion of the meeting is on file in the Commissioners' Office.