

Commissioner Minutes

May 27, 2025 – 10:15 a.m. to 10:29 a.m.

**MEETING TO CONSIDER MATTERS RELATED TO COUNTY ASSISTANCE**

Commissioners Leslie Van Beek, Brad Holton and Zach Brooks

Director of County Assistance Yvonne Baker

Case Manager Kellie George

COO Greg Rast

Deputy Clerk Jenen Ross\_\_\_\_\_

MEETING TO CONSIDER MATTERS RELATED TO COUNTY ASSISTANCE

The Board met today at 10:15 a.m. to consider matters related to county assistance. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Director of County Assistance Yvonne Baker, Case Manager Kellie George, COO Greg Rast, and Deputy Clerk Jenen Ross.

Case no. 2025-16 was presented to the Board for consideration. An application was submitted from All Valley Cremation on May 21, 2025. The decedent reported to health and welfare that he had a house and vehicle but that there was a \$152,000 lien on the home. Following the decedent's passing, the body was deemed abandoned by the funeral home, however, a brother eventually came forward to take responsibility for the cremation which automatically releases the county. It was later discovered that the brother taking responsibility is also in a nursing home and the house owned by the decedent is also equally owned by the brother. The assessed value of the home is \$70,850 and County Assistance did not find any lien attached to it. In communications from All Valley Cremation, they have cited several codes they feel obligates the county for payment. Following discussion between the Board and County Assistance, the Board would like a legal review of this case. Commissioner Holton made a motion to defer this case to a future date and time to allow staff to meet with the civil team for review of the argument that has been presented. Commissioner Van Beek seconded the motion with discussion noting that she would like legal to be present when the case is presented again. Commissioner Holton amended his motion to have civil in the room the next time this case is considered. Commissioner Van Beek seconded the modified motion which carried unanimously. The meeting concluded at 10:29 a.m. and an audio recording is on file in the Commissioners' Office.

Commissioner Minutes

May 27, 2025 – 10:31 a.m. to 11:32 a.m.

**FY2026 BUDGET WORKSHOP FOR THE INFORMATION TECHNOLOGY DEPARTMENT AND TO CONSIDER A RESOLUTION APPROVING CHANGES TO THE JOB TITLE AND JOB DESCRIPTION OF TWO (2) POSITIONS IN THE INFORMATION TECHNOLOGY DEPARTMENT**

Commissioners Leslie Van Beek, Brad Holton and Zach Brooks

Clerk Rick Hogaboam

Controller Kyle Wilmot

Auditing Supervisor Sarah Winslow

COO/CIO Greg Rast

Network Administrator Dave Larson

Business Manager Caiti Pendell

IT Operations Manager Jairo Rodriguez

Information Security Officer Boon Singpraseuth

Deputy CIO Steve Webb

Project Manager Aaron Lasley

Facilities Director Rick Britton

HR Director Marty Danner

Deputy Clerk Jenen Ross \_\_\_\_\_

**FY2026 BUDGET WORKSHOP FOR THE INFORMATION TECHNOLOGY DEPARTMENT AND TO CONSIDER A RESOLUTION APPROVING CHANGES TO THE JOB TITLE AND JOB DESCRIPTION OF TWO (2) POSITIONS IN THE INFORMATION TECHNOLOGY DEPARTMENT**

The board met today at 10:31 a.m. for the Information Technology Department's FY2026 budget workshop. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Controller Kyle Wilmot, Auditing Supervisor Sarah Winslow, COO/CIO Greg Rast, Network Administrator Dave Larson, Business Manager Caiti Pendell, IT Operations Manager Jairo Rodriguez, Information Security Officer Boon Singpraseuth, Deputy CIO Steve Webb, Project Manager Aaron Lasley, Facilities Director Rick Britton, HR Director Marty Danner (left at 10:35 a.m.), and Deputy Clerk Jenen Ross.

***Resolution approving changes to the job title and job description of two (2) positions in the Information Technology Department:*** Director Danner explained that she's been working with Mr. Rast on a restructure within the IT department. There is a new job description for a Sr. Desktop Support Specialist – this is a new position using existing PCN numbers. One System

Administrator I position will be changed to a Sr. Desktop Support Specialist; and one Lead Technical Services position will be changed to one Sr. Desktop Support Specialist. Both positions will be grade 14 with no fiscal impact. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution approving changes to the job title and job description of two (2) positions in the Information Technology Department (resolution no. 25-120)

#### FY2026 BUDGET WORKSHOP FOR THE INFORMATION TECHNOLOGY DEPARTMENT:

Mr. Rast reviewed a PowerPoint presentation which covered the following items:

- IT organization structure
- IT overview of roles and responsibilities
- Project hours
- FY2025 major accomplishments
- FY2026 top priority strategic goals and objectives
- Statistical graphs
- 2024 website report

'A' budget:

- \$60,235 has been added to specialty pay
  - Lead pay for 5 positions
  - On-call pay for tier 1 and 2 levels
  - CIO specialty pay
  - Certification pay
- \$72,000 requested for part-time
- \$500 requested for overtime as a placeholder

'A' Revenue Projections:

- Print shop – requesting \$2500
- Copier machines – requesting \$1000
- Services
  - Hourly services – animal shelter/ambulance district/CCM – requesting \$15,000
  - Services – family court web hosting – requesting \$2400
  - Services – Canyon County Mosquito Abatement – requesting \$2400
  - Services – Ambulance District (2 server hosting) – requesting \$800

'B' Expenses

- Professional consultants – requesting \$24,000

- Misc. professional services – requesting \$15,000
- Voice and data wiring – requesting \$2500
- Shredding – requesting \$400
- Service contracts – requesting \$1,087,757
- Internet – decreased from \$106,000 to \$90,000
- Education and training – decreased from \$73,536 to \$65,183
- Air fare – increased from \$4600 to \$8960
- Computer equipment (577100) – increased from \$71,900 to \$116,500
- Software – increased from \$114,000 to \$136,000
- Communications equipment (577138) – increased from \$31,000 to \$77,500
- Computer/Networks/Software (680421) – increased from \$13,500 to 15,000
- Machinery – increased to \$17,500
- Computer equipment (684240) – decreased from \$205,000 to \$191,000
- Communications equipment (684250) – increased to \$230,000

In total, the 'B' budget request is \$2,296,190.

Mr. Rast noted that \$27,000 has been included in the Facilities budget for some remodeling in the IT space.

A copy of the presentation which provides details of each line item is on file with this day's minutes. The Board is in favor of moving this forward in the budget process.

Commissioner Holton motioned to adjourn the meeting. The motion was seconded by Commissioner Van Beek and carried unanimously.

The meeting concluded at 11:32 a.m. and an audio recording is on file in the Commissioners' Office.