

**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
August 5, 2013**

**PRESENT: GORDON L. CRUICKSHANK (CHAIRMAN
ELTING G. HASBROUCK (COMMISSIONER)
BILL WILLEY (COMMISSIONER)
CYNDA HERRICK (MINUTE TAKER)**

Meeting called to order by Chairman Cruickshank at 10:07 a.m.

Chairman Cruickshank stated Commissioner Willey was excused until he was finished helping his grandson at the fair.

Curtis Bennett led the pledge of allegiance to our flag. Commissioner Hasbrouck moved, and Chairman Cruickshank seconded acceptance of the agenda as presented.

ABL Contract: Chairman Cruickshank stated that it is best for us to use the ABL Contract. John Coombs, sheriff's department, stated it is substantially more, but still beneficial. Commissioner Hasbrouck moved to approve the amended ABL contract as presented Chairman Cruickshank seconded the motion. Motion carried.

Chairman Cruickshank asked John Coombs about a donation to Waterways. Coombs said that Jean B. Smith donated \$100. Commissioner Hasbrouck made a motion to accept the donation of \$100 from Jean B. Smith. Chairman Cruickshank seconded the motion. Motion carried.

Coombs stated he has a Health and Welfare contract for civil processing. Chairman Cruickshank stated it wasn't pressing so it will be on next week's agenda.

Discussion ensued about Harmonica contest. Coombs stated that it was about half the number of people. Chairman Cruickshank said that he had heard about some issues but not much.

Commissioner Hasbrouck asked about repeater radio system. Coombs said the VHF replaced the UHF system. Coombs stated that the VHF system was working very well – at some point the UHF should be taken out and sold. State police may still be using the UHF system. The road department is a low-band system.

Commissioner Hasbrouck moved to approve the meeting minutes of July 29, 2013. Chairman Cruickshank seconded the motion. Motion carried.

Discussion ensued about grasshoppers and a request to declare a disaster. No decisions were made due to the topic being discussed with Colonel Richy and no avenue of help was found.

Commissioners recessed until 11:00 a.m.

(10:25 Bill Willey entered the meeting.)

Commissioners reconvened meeting at 11:00 a.m.

Pat Duncan, Human Resources, gave details about her Salary Analysis Recommendations. (Glenna Young, Treasurer, on phone.) Others in attendance: Kiiha, Bennett, Fullmer, Guarino, Crawford, Coombs.

Pat stated she sent out each departments wage scheduled. (Discussed pay range vs. pay matrix systems.) Seven people responded and liked the new system over pay matrix. Elected officials wages thought their pay should not be the same, i.e. Sheriff should be more. Pat put in a 40% spread on wages. Pat explained the spreadsheet. Commissioner Willey stated Chief Deputy Assessor is in the middle of the pay matrix. Pat explained that some positions only had one person and other had multiple – the average was listed. Chairman Cruickshank explained the pay matrix – stepped out to a professional category the IT, Road Superintendent, 4-H Coordinator, Deputy Prosecutor, etc. Commissioner Hasbrouck asked if this whole thing was to limit the max. Pat stated no, it was to make sure we were consistent with the state. Discussion about Chief Deputy Assessor and \$57,000 vs. \$44,000. Pat explained it may be a different job description. Discussion ensued concerning the spreadsheet and whether anybody was maxed out. The 40% was explained. Allows for increases of 1%. Commissioner Willey is opposed to merit raises – if they aren't doing their job get rid of them – there is no way to put a fair system in place.

Pat asked do we want to stay with the current pay matrix system or go to the 40% spread? Chairman Cruickshank clarified questions. There would be \$22,000 to get everyone to at least the minimum of the pay range.

Chairman Cruickshank asked for Young's opinion. Glenna stated those below the minimum need to be brought up. She doesn't agree with in merit raises and when you are maxed out the only way to get a raise is with a cost of living. Glenna recommends leaving the flexibility to the Commissioner's.

Cynda Herrick, P&Z, hasn't really looked at the pay range scale that was proposed other than her department. She stated that her position has many roles and can't be compared to any other counties with the same position. She believes some departments are not being compared because of variety in the department. The HAYES study was studied internally. Wonders why a Certified Planner or Certified Flood Plain Administrator isn't considered a professional. Her issue is how to make everything fair.

Discussion on what makes a person a professional or not a professional. A salary person is exempt from overtime. Pat will look into Cynda Herrick's job description to clarify if she should be considered a professional.

Chairman Cruickshank stated you must look at if you are supervising. If you're not doing the work you are non-exempt and if you are doing the work you are exempt. Commissioners have the final say.

Commissioner Hasbrouck stated someone who is certified should be considered a professional.

Pat Duncan noted duties must match a job description.

June Fullmer, Assessor, stated everyone's job is important. She has two positions that have to have continuing education. All appraisers and cartographers require 30 hours of education every other year. She likes the merit raise but agrees that it must be followed very closely. Does not agree with the 30%. Everyone in the county is doing multiple jobs. Believe this should be recognized and added Valley County's information wasn't included on IAC's website.

Jay Kiiha, PA, we need more study on the issue. With relation to prosecutors, typically in Idaho get paid in three different ways. First way would be in bigger counties where they are only allowed to take on full time legal work on behalf of the county. Ada County- 139k Elmore 95K Blaine 102-110K. When limited in that way the salary is capped at a higher rate. The second way is the Prosecutor also takes on city contracts. The third way would be like in Adams County, where it almost run like a separate office. They take the salary and pay deputies out of a B Budget. If we look at the DOL statistics they are inaccurate in a way because there is three different ways of pay. More study needs to be done taking into account the figures. The cost of living in Valley County is higher than similar counties. He believes we are a lot like Blaine County. He suggests that we look at Blaine County before making any decisions. Believes some other elected officials workloads and responsibility are not reflecting in their salary, also he believes the Sheriff's department is underpaid. We are on the right track but we do need to do some more study.

John Coombs stated he has nothing to add. He does like merit pay. Concerned when an employee caps out, all they can do is move on.

Commissioner Hasbrouck asked why it isn't included in the IAC site. No one knew. Commissioner Willey asked where the 14 year cap came from...no one knew.

Curtis Bennett stated they have limited ability to move somebody up. If his guys cap out they will need to look elsewhere, but we need to keep those with experience. Pat stated that with the pay range you could create another position. Commissioner Willey said there is more than just the paycheck such as benefits, security, knowing you will have a paycheck every month, etc. It is a choice.

Chairman Cruickshank asked if we could change the matrix to 20 years since the Hayes study had a 25 year life span.

Commissioner Hasbrouck stated that he believes in merit raises.

Anne Guarino believes that consistency is the key.

David Crawford stated he would look at the responsibility of the individual jobs – not everyone has the same jobs.

Chairman Cruickshank explained the percentages of the pay matrix. Pat stated it would be the same raise for a person that was here one year and twelve years.

Chairman Cruickshank asked if they wanted to stay with the pay matrix and wiggle it or the pay range with the spread? Commissioner Willey believes other elected officials are in line with Pat – he would not go against that with the 40% spread. Commissioner Hasbrouck raises the max people can get, which is important. Pat recommends pay range for better accuracy to job description.

Kiiha would like to build a structure/model that is similar to what is in Blaine County.

Chairman Cruickshank said look at spread vs. matrix. Current range is 42%. Commissioners believe all people need to be brought up to minimum.

Talked about responsibilities and increasing sheriff's salary.

Adjourn for lunch at 12:24 p.m.

Reconvene from lunch at 1:21

Public hearing on the Warren Wagon Road Validation.

Chairman Cruickshank asked for Staff Report.

Staff gave Staff Report and recommended validation.

No one testified.

Commissioner Willey moved to validate the Right-of-Way for Warren Wagon Road as shown in Book 7, Page 29-32. Commissioner Hasbrouck seconded. Motion carried.

Commissioner Willey authorized Chairman to sign validation document when prepared. Commissioner Hasbrouck seconded. Motion carried.

Valley County Clerk interviews.

Representative Gestrin drew from a hat and Douglas Miller will interview first, Ralph Mackenzie will interview second, and Emily Lawrence will interview third.

Douglas Miller was interviewed.

Ralph Mackenzie was interviewed.

Emily Lawrence was interviewed.

Commissioners had prepared questions. Each applicant was asked the same questions.

Chairman Cruickshank asked how the Commission wanted to proceed. Commissioner Willey stated they have qualified applicants. Pat Duncan recommended they rank each question. Terry Gestrin, Chairman of the Republican Central Committee, would also like them to consider the ranking of the committee – they put serious consideration into the process. The Commissioners ranked each applicant.

The Commissioners presented their findings. Douglas Miller was ranked highest and was also the first on the list of the Republican Committee. The Commissioners congratulated Douglas Miller on his appointment.

The new Clerk stated that he would like to make a recommendation for Interim Director of Court Services. He recommended Steve Ryan supervise the day to day operations until such time that someone can be hired. The Clerk stated that he will be in the office on August 14th. Chairman Cruickshank phoned Steve Ryan if he would be willing – Steve Ryan said he would be willing and the salary was set as an extra \$500.00. A question was asked about Sylvia Ryan being supervised by Steve. Kiiha stated Silvia Ryan was already in position. Commissioner Willey moved to appoint Steve Ryan as Interim Director of Court Services with an additional \$500 per month as per the pay scale. Commissioner Hasbrouck seconded the motion. Motion carried.

Meeting adjourned at 3:05 p.m.

Gordon L. Cruickshank, Chairman

Attest:

Trudy M. Eiguren, Clerk

CH/akm 8-6-13