

**OFFICE OF THE BOARD OF COUNTY COMMISSIONERS
OF BLAINE COUNTY
REGULAR MEETING OF THE MAY 2011 SESSION**

Eighth Day

Tuesday, May 31, 2011

Pursuant to Statutory Provisions, the Board of Blaine County Commissioners (BCC) met this day at 10:00 a.m. Present were Chairman Angenie McCleary, Vice Chairman Tom Bowman, Commissioner Lawrence Schoen; County Administrator Derek Voss; County Clerk JoLynn Drage; Chief Deputy County Clerk Leslie Londos; Human Resources Generalist Susan Potucek; and Recording Secretary Sunny Grant.

Chairman McCleary called the meeting to order at 9:03 a.m.

BUDGET REQUEST: WEEDS – Weeds Manager John Cenarrusa

The Weeds department hopes to reflect positively on Blaine County by setting a good example in practicing good noxious weed control, and educating and assisting residents in doing the same.

FY2012 Weeds budget request includes purchase of a new pickup; and travel/per diem expenses for Blaine County Weed Department personnel to attend the Idaho Weed Control Association State meeting. The amount of the annual Cooperative Weed Management Area (CWMA) grant is unknown, but will cover much of the department's advertising and education expense.

BUDGET REQUEST: INFORMATION TECHNOLOGY (IT) – IT Manager Clay Landon

Also present: IT Technician Spencer Gorringer, and Blaine County Chief Deputy Sheriff Ed Fuller.

FY2012 IT projects funding requests include:

- Adopt a new annual PC and computing "refresh cycle" to keep hardware and software up to date.
- Upgrade several server operating systems to Windows 7.
- Redesign Public Safety Facility (PSF) network structure. Both PSF data circuits originate/terminate at the County Annex building. At least one data circuit should be moved to the PSF.
- Install Public Safety Facility infrastructure, power outlets, and battery-operated uninterruptible power supply to protect data and voice equipment, the phone system and Homeland Security 700MHz radio system in the event of emergency.
- Install virtualization technology infrastructure and hardware to improve data backup, scalability, and disaster recovery shortcomings.

IT's priorities are to enable County employees and services to best serve and protect the public health and safety of County residents, and provide the best public accessibility.

The FY2012 IT budget request includes funding for training for two IT personnel to stay current and manage the County's systems. Voss said a two-person IT department for a business the size of Blaine County was remarkable. It is critical they receive up-to-date training.

There are several systems that should be replaced, but IT is looking for ways to do things more efficiently at less expense. The Sheriff's Office supports IT's budget requests for the PSF. Even a few seconds of downtime at the Sheriff's office could mean life or death.

BUDGET REQUEST: TREASURER – Treasurer Vicki Dick

Also present: Deputy Treasurer Gail Peterson.

The FY2012 budget is pretty much the same. Additional requests are for:

- One part-time employee.
- Increase the lien search line item, due to number of foreclosures.
- Purchase high-capacity printer, which would enable tax bills to be printed in-house. The Treasurer is currently using a service to mail out tax bills. The BCC discussed if in-house would be more efficient. The treasurer would be more confident if tax bills were handled in-house.
- Repairs and maintenance on folder-inserter.

The Treasurer's goal is to provide the best customer service, in the most cost-effective manner. Bills have to be sent out correctly and on time for the county's revenue to come in.

Current interest rates are still low, and the Treasurer expects to see less than \$200,000 in interest revenue. The BCC discussed the need to annually review the Treasurer's investment policy.

BUDGET REQUEST: LAND USE AND BUILDING SERVICES – LU&BS Director Tom Bergin

Also present: Blaine County Regional Planner Jeff Adams, and Planning Assistant Michele Johnson.

The LU&BS FY2012 vision is "Our Human Capital". Land Use's mission is to provide a professional process and a premier product. LU commended the BCC for working with customers in initiating

rebates for doing the BuildSmart amendments. Land Use works with County IT, GIS and HR departments, outside agencies and private citizens.

Land Use staff has decreased by two. Staff has been creative in taking on new job responsibilities. Staff has enthusiastically designed innovative energy efficient initiatives. Land Use continues to make County planning and zoning information easily accessible to the public, and is looking for public feedback through a survey on their web page.

LU&BS wants to focus more on human resources development in FY2012 by providing clear employee performance standards and better evaluation measures. Bergin showed a short video prepared by Franklin Covey entitled "Wildly Important Goals".

Voss said the BCC's goal is that every Blaine County employee believes in outcome-based budgeting.

BREAK

BUDGET REQUEST: GENERAL and HUMAN RESOURCES – County Administrator Derek Voss

Also present: Blaine County Human Resources Generalist Susan Potucek.

Human Resources is currently in the General budget, but will be separated out in the future. The County Administrator's focus is on organization; HR's responsibility is employees. HR wants employees to appreciate and understand what is important to the County and the BCC. Service to the community is a reflection of the vision and values that the BCC sets.

Many items in the General Budget are county-wide and Human Resource-related, Salary Adjustments, etc. All HR decisions made by the BCC affect costs in the General Budget. Health insurance is going to increase about 8%. The County's ICRMP premium is down about \$7,000 for FY2012, thanks to the countywide employee response to ICRMP's online training program.

The General budget includes contracts for services with outside agencies that the BCC funds.

Human Resources goals and outcomes:

- Manage a secure Human Resources department that provides for employee safety and confidentiality. Purchase two locked cabinets, one for employee files and one for managers.
- Employee training and development, which will improve employee morale.
- Incentives and rewards. Recognize employees who go above and beyond their job description.
- Employee performance management system to meet diverse needs of all County departments. Employee reviews will make both employees and managers accountable.
- Employee newsletter to improve communication with employees. Engage and develop employees in their careers, and recognize employees' efforts.
- Become a strategic member of the Snake River Chapter Affiliate of the Society of Human Resource Management.
- Give managers and employees tools to support the County's corporate culture of customer service. Blaine County got 100% participation in its ICRMP training last spring because everyone understood expectations and responsibilities.

Potucek suggested every employee be given a "little book" that outlines the basic Essential Principles of Service that explains to all employees what is important to the BCC.

FUNDING REQUEST: BLAINE COUNTY HISTORICAL MUSEUM – Blaine County Historical Museum

President Bob MacLeod

Projects and recent displays:

- A "Traveling Trunk" of items and projects that goes to all area schools.
- The Smithsonian's "Journey Stories" increased Museum visitorship by 100%, and doubled donations. The Museum is trying to get more national programs.
- The Heritage Court, which honors women 70 years and older for their participation in the history and heritage of the area.
- Exhibits on Moritz Hospital, local Indians, and Chinese and Japanese internment camps.

The Museum's current budget includes some building maintenance, and getting liability insurance.

ADJOURN

At the hour of 4:53 p.m., the BCC finding no more business before them adjourned.

Attest: _____ Approved _____
JoLynn Drage Angenie McCleary
County Clerk Chairman