

**Idaho Association of Counties
Board of Directors Meeting Minutes
3100 S Vista I April 25, 26, 2017**

Members Present

Bill Thompson, President
Rose Bernal, Secretary/Treasurer
Lorin Nielsen, Past President
Mike McDowell, IACA Representative
Greg Shenton, IACC Representative
Clayne Tyler, IPAA Representative
Debbie Kaufmann, IACT Representative
Dave McGraw, District 2 Representative
Larry Schoen, District 4 Representative
Tom Dale, Canyon Co. Representative
Brenda Richards, WIR Representative

Donna Peterson, Vice President
Bob McQuade, Immediate Past President
Abbie Mace, Past President
Kathy Ackerman, IACRC Representative
Pam Garlock, ISACC Representative
Chris Goetz, ISA Representative
Glenda Poston District 1 Representative
Marc Shiegeta, District 3 Representative
Mark Bair, District 5 Representative
Marc Eberlein, Kootenai Co. Representative
Gordon Cruickshank, NACO Representative

Members Absent

Len Humphries, Past President
Roger Christensen, Past President
Kimber Ricks, District 6 Representative

Patty Weeks, Past President
Lori Beck, Past President
Dave Case, Ada Co Representative

Others Present

Dan Chadwick, Executive Director
Teresa Baker, Director of Government Affairs
Amanda Pendleton, Chief Financial Officer

Kristin Cundiff, Director of Operations
Kelli Brassfield, Government Affairs Associate
Terry Graves, Administrative Assistant

I. Call to Order

President Bill Thompson called the meeting to order at 8:07 a.m. MST on Tuesday, April 25, 2017.

II. Roll Call

Bernal took the roll call and six members were absent.

III. Consent Agenda

Bair moved to accept the consent agenda. Nielsen seconded. The motion carried.

IV. Executive Director's Welcome and Report

Chadwick reported that this has been a good year. Staff is at full capacity and he introduced the two newest employees, Mike Swain, Events Coordinator and Terry Graves, Administrative Assistant.

The Harris and Company audit for the past two years indicates that IAC is "on track".

The Newly-Elected Official training had 90% attendance.

The Mid-Winter Conference netted \$37,000 in profit (operated funds).

The Legislative session was satisfactory. Some IAC goals were achieved. Chadwick then asked Baker to give a Legislative wrap-up.

Baker described the Capitol discussions regarding:

- Body Cam issues
- Transportation funding - There will be a 60/40 split with \$50,000,000 available for infrastructure.
- The Procurement Watch
- The Education side of the session suggests that IAC meet with Boise State University for more training opportunities.

Schoen asked about the process for accessing transportation funding in light of the disasters that occurred around the state this past winter. Bair replied that if counties have been accepted as disaster areas, they will pay 15% of the cost for replacing and repairing infrastructure instead of 90%. Baker informed the Board that applications to FEMA have three due dates: 5/15/17, 6/15/17, 7/15/17. She does not know when the funds will be distributed. No FEMA funds can be spent on maintenance.

V. Review Mission, Vision and Values

Thompson asked the Board to review the Mission statement and asked those assembled if they believed it is a good statement. A general discussion was held contemplating the addition of “ethical” and/or “best practices” to the statement. IAC will work on revising the mission statement and will distribute to the board for approval. The BOD considered if IAC is meeting its Mission Statement and there was general agreement that IAC does as it meets issues as they arise and is transparent.

Thompson then asked those assembled to consider the Vision of IAC. Is it a valid declaration of the intention of this organization? After discussing the topic, the membership agreed that this statement is true of our work.

The Values of IAC were next examined. It was agreed that the Value statement reflects that IAC is an organization with integrity.

Thompson asked if we are living up to our Mission, Vision and Value. He stated that this is the face of IAC and these statements can be taken back to counties and used for trainings.

Cundiff reported that during the recent Social Service conference, the topic of ethics and staff was presented. It was the first time that some line staff had been trained on the subject. Webinars are helping with ethical Leadership training. Cross training or leadership training on the ethics could be valuable to line staff.

VI. Midwinter Conference Training

Thompson introduced the topic and asked for suggestions on the timing of the conference.

Baker suggested that the conference be held when attendees can meet with the State Legislature. Perhaps come on a Monday and meet with affiliates and hear their issues. Discussion followed on various formats and times. Baker asked the group to think about how we can get prosecutors to attend

the meeting and what are we trying to accomplish. Cundiff will meet with Sandee Meyer, IPAA Executive Director, to discuss timing of the two conferences to engage more prosecutors.

VII. 2018 WIR Annual Conference

Schoen reported that they are waiting for NACO to give Blaine County a MOU. Blaine County is coordinating the workshops and sponsors.

The WIR committee is traveling to the Oregon conference, the National conference in Ohio and to DC.

VIII. Legislative Committee Authority/Board of Directors and County Relationships

Chadwick outlined for the group the responsibilities of the Executive Committee and reported on an Ada County Magistrate issue. The Executive Committee has decided to table any further actions while there is an ongoing court case involving Ada County.

Chadwick gave an account of an interaction between IAC and member Eberlein. The Executive Committee decided to oppose a legislative issue that Eberlein proposed without giving him an opportunity to rebut. Chadwick apologized to him on behalf of the Committee. Eberlein graciously accepted the expression of regret.

The meeting adjourned for lunch at 11:45 a.m. MST.

The members reassembled at 12:50 p.m. MST.

IX. IAC Policies and Procedures Manual

Thompson asked for thoughts, input and suggestions on the Policy and Procedures Manual. He stated that the handbook has been re-written from scratch by Chadwick, Cundiff and Pendleton.

Chadwick explained that a substantive change has been made with the adoption of a PTO leave policy instead of vacation and sick hours. Those employees who accrued leave hours before 12/31/16 will be allowed to bank some of those hours. The rest will be cashed out. IAC will pay approximately \$20,000 to those who have accumulated hours. The funding comes from the General Fund.

Other issues that were addressed by the new policy manual are:

- Executive Committee's supervision of the Executive Director
- Executive Director's responsibility for supervision of staff
- Staff files are protected under "need to know"
- Military leave
- Jury Duty
- Travel expenses
- Substance abuse and impairment
- Travel pay for non-exempt employees traveling on off-office hours

Nielsen moved that the Policy and Procedures manual be accepted with the following changes:

- **Page 10 change 5-7 years**
- **Page 11 strike the superfluous “of” before “225 hours”**
- **Page 12 leave “illegal” as is and revisit this terminology in the future**
- **Page 13 strike “and allowance provided taxable income”**
- **Page 21 IV strike “1/2 compensation” to “regular compensation”**
 - **V strike the superfluous number 2**

Goetz seconded that the motion be adopted with changes. The motion carried.

X. IAC Scholarship Fund

Mindy Linn, IAC Event Coordinator reported that there is nothing to report regarding awarding scholarships because of a deadline change.

There was an increased number of applications this year:

2016, 52 applications were received and 43 were forwarded to the Scholarship judges

2017, 66 application were received and 60 were forwarded to the Scholarship judges

Linn will compile a list of winners and send it out to the counties when they are awarded.

XI. Review of IAC Bylaws

Chadwick asked the Board to look at the Organization Chart and the Bylaws displayed on the screens in the Government Center. Shenton asked why ICRMP held a seat on the board.

Chadwick answered that this seat is held because of the significant relationship between IAC and ICRMP and and the important work they do on behalf of the counties.

He also stated that there are 28 members of the Board according to the Articles of Incorporation and explained the reasons why some have been asked to serve:

- The Legislative Committee is there to “vigorously oppose” legislation, but not vigorously support it
- WIR and NACO reps bring their knowledge of these organizations to the Board
- Past Presidents bring their institutional knowledge to the process

Questions were posed:

- If Past Presidents do not attend meetings, should they be asked to step down?
- Is our current BOD composition broken?
- Should we consider another configuration of Board Members?

Nielsen made the motion to have the Board of Directors membership composition be:

- **6 District Representatives**
- **6 Office Representatives**
- **9 Affiliate Representatives**
- **4 Members of the Executive Committee**
- **3 Past Presidents**
- **Executive Past President**

Dale noted that this is more than 28 members. He asked if we could change the articles of incorporation to make room for more members? Chadwick answered that yes, we can, but it is a long process. He suggested that we take a look at the AOI before decided to change them.

Nielsen amended the motion to have the Board of Directors membership composition be:

- **6 District Representatives**
- **3 Large County Representatives**
- **1 WIR Representative**
- **1 NACo Representative**
- **1 ICRMP Representative**
- **9 Affiliate Representatives**
- **4 Members of the Executive Committee**
- **3 Past Presidents**

Dale seconded the motion. The motion carried.

Chadwick recommended that the BOD adopt policy at the next meeting to fund travel for past presidents to Board meetings.

Thompson asked if finances should be approved by the entire Board of Directors and if so, what does the Executive Committee do?

After discussion, Thompson stated that the Executive Committee serves as the liaison between staff and the Board of Directors.

Tyler made a motion to add an amendment to the Bylaws that reads:

“The Executive Committee shall assist in preparing recommended policies, procedures and budgets, to act as liaison between the Board and Executive Director, to act as a representative of the Board in all other respects and shall perform other duties as may be requested by the Board.”

Ackerman seconded the motion. The motion carried.

Dale made a motion that section 5 C of the Bylaws read “very qualified” and to strike section Article IV, Section 7, C6 “to keep records of finances.”

Garlock seconded. The motion carried.

The meeting adjourned for the day at 4:00 p.m. MST.

The Members reassembled on Wednesday, April 25.

Thompson called the meeting to order at 8:00 a.m. MST.

XII. Ethics Committee

Ackerman, Ethics Committee Chair, reported on the work of the committee. Their purpose and mission is to review recent matters of misconduct and alleged misconduct.

They are currently at work on:

- Is a manual needed?
- Should they be a clearinghouse of resources?
- How do they prepare and present the topic of ethics to the public?
- How do they make people care about ethics?

They are also working on exercises on sharing the “Sandbox”. Their goals are:

- Keep ideas coming
- Turn ideas into action
- Finding their inner teacher
- Delivering short “Ethic Exercises’ at each meeting/function

XIII. Education Committee

Christensen was absent from the meeting and the topic was tabled.

XIV. IAC Automobiles

Chadwick reported that the IAC cars have reached the end of their lifespan. Two are valued at \$1,000 total and one has a value of \$2,000. IAC is working with ICRMP to purchase an all-terrain vehicle. Renting cars seems to be an affordable alternative to purchasing new cars and paying mileage to staff members to drive their personal vehicles. IAC has made a policy change and will no longer pay mileage.

Richards made a motion to spend up to \$30,000 for an all-terrain vehicle and to sell the old cars.

Shenton seconded the motion. The motion carried.

XV. Staff salary Study

This item was tabled until the staff salary surveys are returned to IAC.

XVI. FY 2018 Budgets

Shigeta moved that those assembled adjourn as the IAC BOD and reconvene as the Idaho Association of Counties Service Corporation Board.

Mace seconded. The motion carried.

Chadwick discussed the Service Corporation budget FY 2018 and entertained questions. Questions were asked about:

- Litigation fees
- Service fees for scholarships

Goetz made a motion to accept the IAC Service Corporation Budget as is with the exception of increasing the number of scholarships by three and reducing the scholarship service fee to \$2,000.

Ackerman seconded. The motion carried.

Richards made a motion to change the budget for scholarships to \$10,000 and the service fee to \$2,000.

Kauffman seconded. The motion carried.

Nielsen made a motion to adjourn as at the IAC Service Corporation and reconvene as the IAC Board.

Richards seconded. The motion carried.

Richards made a motion that the body convene as the IAC Scholarship Fund Board.

Shigeta seconded. The motion carried.

Richards asked Linn how the “at-large” scholarships are calculated. Linn explained the process.

Chadwick went through the line items on the budget with Pendleton explaining various items.

Tyler made a motion to accept the IAC budget as presented.

Richards seconded. The motion carried.

XVII. Idaho’s Changing Climate Summit

Richards reported that IAC was approached to monetarily sponsor the Idaho Climate Summit that will held in Boise in December of 2017. She recommends a “Bronze” sponsorship that would give visibility to IAC during the summit. A discussion followed of the concerns of some BOD members regarding the direction of the summit. What is the organizers world view? Do they believe that climate change is man-made? Perhaps we should wait until we see an agenda before deciding on sponsorship.

Richards said that she would gather more information.

XVIII. Foundation for Idaho History

Chadwick reported that he purchased a book by Dennis Colton titled "The Tie That Binds". He recommends it as a source for learning about Idaho Constitutional history and political struggle.

The Board of Directors approved an interactive county map. IAC will match up to \$25,000 of donations, but the counties have not contributed much as of this date. IAC staff has called to remind them. He asked if County Officials will remind their counties to donate. The match funds will be sent this summer to the Foundation for Idaho History,

McGraw moved that the BOD go into Executive Session.

Tyler seconded the motion.

The motion carried.