



FROM: Planning Staff, Jason Boal
TO: Board of County Commissioners
RE: Planning Department Update
DATE: November 20, 2013
MEETING: November 25, 2013

FOR YOUR INFORMATION:

Planning

Long-range Projects:

Teton County P&Z accepted Mr. Loosli's draft development code. They are doing some fact finding to develop a timeline and goals for the development code adoption process. Dave Hensel has mentioned the idea of sitting down with you as well to review your expectations.

Permits:

Subdivision- Hastings Farm Country Home has approached the county about a minor plat change.

OTO-

Approved by BOCC: waiting for final documents, payment of survey review fees, and proof of taxes being paid:

- Merle Lofthouse

Pending:

- OTO for Rockefeller. Jay's comments and Darryl's review comments have been sent to AW Engineering. We don't have corrections back yet.

Boundary Adjustments-

Approved by Bocc: waiting for final documents, payment of survey review fees, and proof of taxes being paid:

- Kathleen Egan/ Steve Jacoby / Josh Jacoby
- Boyd Smith
- Etta Lou Nelson

Pending:

- BA for Guills / Johnson comments and corrections were sent to Nelson Engineering in October, haven't heard back from them yet

Conditional Use Permits- I am reviewing two CUP applications that have been scheduled for Public Hearings in the next two months. Grand Teton Vodka will come before the

BOCC on Dec. 12th. National Outdoor Leadership School will go before the P&Z Commission in January.

Floodplain- I am will be working with Jennifer Zung on updating the floodplain applications.

Committees:

I want to make sure that I am clear about your expectations for what committees (i.e. Greater Yellowstone Consortium, Recreation Master Plan.....) the planning office is responsible for.

Office Procedure:

- In 2014 it is anticipated that we will be utilizing a Development Review Committee (DRC) meeting after we receive an application. This will provide an opportunity for the applicant, planning, engineering, public health, fire, and any other effected administration entity to sit down and walk through the application, approval process and requirements. We are hoping this will add clarity to the process for the applicant and allow each entity to be on the same page from the beginning to eliminate surprise.
- We are working on general organization of files and applications in order to make it easier to track applications.
- We are exploring the idea of utilizing a semi-standard "Findings of Fact and Conclusions of Law" that would be approved after each decision to clarify the conditions and the timelines for approval.

BOARD ACTION NEEDED:

- Matt Hail of Buxton West LLC has requested a ten month extension to the Development Agreement for the Blue Indian subdivision. All of the improvements have been completed, but the fire pond is not completely full yet. We have a letter from Jennifer Zung of Harmony Engineering stating this.
- Thank you dinner for the Planning and Zoning Commission- I would like to take the P&Z Board out to dinner with their spouses to thank them for their volunteer service. I also think it would be a good way for the P&Z Commission to get to know each other as we start on the Development Code. I have budget line 0449-000 for "P&Z Board Stipend & Snacks" which is \$4,000. I would propose to use \$800-\$1000 of this fund, which historically has not been fully utilized.



Blue Indian

NAME OF SUBDIVISION/PLANNED UNIT DEVELOPMENT

SUBDIVISION EXTENSION

APPLICATION

The Planning Administrator or his or her designee will review this application. It will then be scheduled for review by the Board of County Commissioners. The planning staff is available to discuss this application and answer questions. The burden of proof is on the applicant to demonstrate that the application meets the criteria for approval. It is recommended that the applicant review Title 9, Section D-7 of the Teton County Code prior to submittal. This Title and application are available on the County website at www.tetoncountyidaho.gov.

To expedite the review of your application, please be sure to address each of the following items.

SECTION I: PERSONAL AND PROPERTY RELATED DATA

Owner:	<u>Buxton West LLC</u>				
Applicant:	<u>Matt Hail</u>	E-mail:	<u>LBCMatt@silverston.com</u>		
Phone:	<u>(208) 399-8080</u>	Mailing Address:	<u>PO Box 1601</u>		
City:	<u>Driggs</u>	State:	<u>ID</u>	Zip Code:	<u>83422</u>
Engineering Firm:	<u>Harmony</u>	Contact Person:	<u>Jen Zung</u>	Phone:	<u>(208) 354-1331</u>
Address:	<u>110 E Little, Driggs</u>		E-mail:	<u>jnzung@harmonydesigninc.com</u>	

SECTION II: CONSIDERATIONS FOR EXTENSION APPROVAL

The burden is on the applicant to provide a detailed narrative explaining their reason(s) for consideration.

1. The developer has diligently pursued the completion of final plat approval and the preliminary plat has been approved.
2. The application was continued by the commission for special studies, i.e.: Traffic, NP, Wetland, Wildlife etc.
3. The denial of the extension would cause undue hardship to a neighboring property.
4. It is in the public interest.
5. Delays have been the result of federal, state or local agency demands, lengthy/unusual review agency timeframes, or required studies that can only occur during a limited time(s) of the year.

- 6. Application of Title 9 regulations (as amended November 14, 2008) would not significantly alter the extended subdivision's design or dedications.
- 7. County negotiations for non-required public benefit delayed progress in the project.
- 8. Other extenuating circumstance.

I, the undersigned, have reviewed the attached information and found it to be correct. I also understand that the items listed below are required for my application to be considered complete and for it to be scheduled on the agenda for the Planning and Zoning Commission public hearing.

- Applicant Signature: Matt Hill Date: 11-20-13

I, the undersigned, am the owner of the referenced property and do hereby give my permission to _____ to be my agent and represent me in the matters of this application. I have read the attached information regarding the application and property and find it to be correct.

- Owner Signature: Matt Hill Date: 11-20-13

Date Received: _____

Application fee paid in accordance to current fee schedule

Subdivision / PUD Fees paid through Preliminary application (60% of total)

SECTION III: BOARD OF COUNTY COMMISSION ACTION

APPROVED

DENIED

- Chairman Signature: _____ Date: _____

Fees are non-refundable.

November 20, 2013

Matt Hail
Buxton West LLC
Developer - Blue Indian Subdivision
PO Box 1601
Driggs, ID 83422

Dear B.O.C.C.,

10^{MA}

I am requesting a ~~8~~-month extension of the Development Agreement. All improvements have been complete since mid-October, but the pond won't be full for another several weeks. This has delayed the flow test and certification of the pond by Harmony Design and the Fire Marshall.

Sincerely,



Matt Hail

November 20, 2013



Jay Mazalewski, PE
Teton County Engineer
150 Courthouse Drive
Driggs, ID 83422

RE: Blue Indian Phase II – Construction status update

Dear Mr. Mazalewski:

Harmony Design & Engineering has reviewed the construction improvements completed to date for Phase II of the Blue Indian Subdivision. Additional items that have been completed since our last inspection in August include construction and installation of the roadway signs, the fire pond including liner, fire hydrant and 8" PVC water line for the fire pond.

The well for the Phase II fire pond was not constructed, and instead, the contractor installed a 1 1/2" HDPE pipe buried 1 foot below grade along Hatfield Way and Parsons Road in order to fill the pond from the existing Phase I pond located at the corner of Hatfield Way and County Road N6000W. Due to the long distance (approximately 3500-feet) and head difference (approximately 20-feet), the Phase II fire pond is filling very slowly and is not filled to an adequate level to provide fire protection as of this date. Thus, it would be appropriate to grant an extension for completion of infrastructure improvements so that the fire pond can be completely filled and tested.

Sincerely,



Jennifer Zung, PE
Harmony Design & Engineering

Cc: Matt Hail



TARGHEE REGIONAL PUBLIC TRANSPORTATION AUTHORITY
1810 W. BROADWAY #7, IDAHO FALLS, IDAHO 83402
PHONE: 208 535-0356 FAX: 208 524-0216

BOARD OF DIRECTORS MEETING

NOVEMBER 19, 2013
NOON - Conference Room,
1810 W. Broadway, Idaho Falls, ID

AGENDA

1. The agenda may be changed at the Board meeting by simple majority vote of the Board of Directors.
2. Action Items
 - a. Approval of Minutes/Financial Documents
 - b. Election of Officers & Appointment of Board Member to BMPO Policy Board
 - c. Idaho Falls Service Reduction/FY 2014 Budget
 - d. Rural Service / FY 2014 and FY 2015 Budgets
 - e. Policies and Procedures
 - f. Authorized changes to T.R.P.T.A. By-Laws
 - g. Authorize Procurements
 - h. Vehicle Replacement Planning/Budgets
 - i. Executive Session under Idaho Code 67-2345(b) for Personnel Matters
3. Old Business
4. New Business
5. Reports:
 - a. Executive Director
 - b. Assistant Director

NEXT MEETING OF THE TRPTA BOARD OF DIRECTOR TUESDAY, DECEMBER 17, 2013, at 12:00 P.M. (Noon), 1810 W. Broadway #7, Idaho Falls, Idaho 83402. Board meeting are normally held at noon on the third Tuesday of the month.

NOTE: Anyone requiring special accommodations should contact the TRPTA office at (208) 535-0356 - 48 hours prior to the meeting. The public is advised that complaints of discrimination in the provision of transportation related services or benefits may be filed with U.S. DEPARTMENT OF TRANSPORTATION OR the DIRECTOR, FEDERAL TRANSIT AUTHORITY REGION 10, FEDERAL BUILDING, SUITE 3142, 915 SECOND AVENUE, EATTLE, WA 98174-1002. TRPTA has established a Disadvantaged Business Enterprise Program in compliance with 49 CFR 26. A copy is on file for inspection at the above address.



TARGHEE REGIONAL PUBLIC TRANSPORTATION AUTHORITY
1810 W. BROADWAY #7
IDAHO FALLS, IDAHO 83402
PHONE: 208 535-0356 FAX: 208 524-0216

MINUTES BOARD OF DIRECTORS

MINUTES: October 15, 2013

Board Members:

Burke Webster, Chairman; Johnalee McDonald, Vice-Chairman; Commissioner Lee Staker, Secretary/Treasurer; Rance Bare; Jake Cordova; John Jakovac (by phone), John Trudelle, Russell Swensen, Karen Cornwell, Mayor Thueson (phone), Natalie Powell.

Other Attendees:

Lynn Seymour, Executive Director; Amanda Ely, Assistant Director.

Time and Location:

Burke Webster called the meeting to order at 12:00 p.m. The meeting was held at the conference room of T.R.P.T.A's facility at 1810 W. Broadway, Idaho Falls, Idaho

Minutes:

It was moved and seconded to approve the September 17, 2013 minutes with the correction that John Trudelle had not been present as noted in the minutes. The motion passed unanimously.

Financial Documents:

The Profit & Loss, Balance Sheet, and the list of checks and deposits for September 2013, were reviewed by the Board. It was moved and seconded to accept the financial documents as presented. The motion passed unanimously.

By-Laws

Rance Bare moved that as the Board had just received the up-dated By-laws and had not had a chance to review them, that adoption of the proposed By-laws be tabled until the November 2013 Board meeting. The motion passed unanimously.

BMPO Policy Board Representative

Burke Webster, TRPTA chairman, was nominated to serve as the TRPTA representative to the BMPO Policy Board. The motion passed unanimously.

Presentation by Randy Kyrias

Randy Kyrias, Administrator, Division of Transportation, presented a three page report based on his, Darrell West, and Jeff Osgood's interviews with both the rural and urban elected officials. The interviews took place between September 9th and September 11, 2013. As noted by Mr. Kyrias, the project was initiated because there was concern that TRPTA was on the immediate edge of financial collapse. However, based on their review of the financial data presented to them the previous Thursday by Lynn Seymour, they felt that TRPTA had approximately 12 to 16 months before facing a deficit balance in their accounts. However, this was dependent on TRPTA continuing to receive funding from the City of Idaho Falls. Mr. Kyrias noted that overall, the rural program appeared to have a financial surplus while the Idaho Falls urban system was losing money due to lack of local match. Lee Staker noted that currently TRPTA is operating by MOU's rather than under the legal umbrella of the Authority.

It was moved and seconded to accept Mr. Kyrias's report. The motion passed unanimously.

Mr. Lee Gagner, ITD Board of Director's, attended and commented on the importance of accountability and transparency, and the need for local control.

Idaho Code

Rance Bare referenced Idaho Code establishing Regional Public Transportation Authorities. He asked the Board for permission to work with Lynn Seymour and Bill Combo, attorney, in preparing a request for an Attorney General's opinion on what is meant by "exclusive jurisdiction for providing and coordination public transportation." What is public transportation? What are the parameters of "exclusive jurisdiction?" Mr. Bare felt the for-profit Medicaid transportation providers were unfairly leveraging themselves against public transportation because they were not required to be ADA compliant in order to provide Medicaid trips. The Board members agreed and authorized Mr. Bare to pursue the issues.

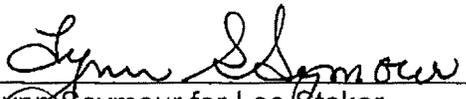
Idaho Falls Contribution/Executive Session

When asked if the City of Idaho Falls was planning on paying the first quarter for FY 2014, Karen Cornwall stated there were some issues that could only be discussed in executive session. It was moved and seconded to go into Executive Session under Idaho Code 67-2345(b) for Personnel Matters. A roll call vote was taken and the following members voted yes – Johnalee McDonald, Commissioner Lee Staker, Rance Bare, Jake Cordova, John Jakovac (by phone), John Trudelle, Russell Swensen, Karen Cornwall, Mayor Thueson, Natalie Powell, Karen Cornwall. Burke Webster voted No. The Board went into executive session about 12:40 and all other participants left the

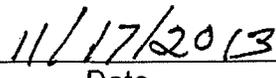
room. Those on the conference room phone called in on their cell phones as the conference room phone records the meeting. The Board of Directors executed the executive session approximately 1:00 p.m.

Adjournment

Adjournment was approximately 1:00 p.m.



Lynn Seymour for Lee Staker,
Secretary/Treasurer



Date

10/28/2013

Dear T.R.P.T.A Board Members,

It is with a heavy heart that I announce today my resignation from the T.R.P.T.A board. I have considered very carefully this decision and last two nights sleep this weekend weighing my options. Woodrow Wilson has been quoted as saying "I would rather fail in a cause that will someday succeed, than succeed in a cause that will someday fail." This sentiment very real to me today as I consider the future of T.R.P.T.A.

T.R.P.T.A will fail without the full financial and public support of the City Council. Unfortunately, the actions of the Idaho Falls City Council and the demands they have placed on this board are completely unreasonable. I would encourage each of you to carefully consider the president that would be set to let one elected body set the direction and determine the success or failure of this agency. If they can decide who is fired, then they can decide who is hired. This completely disempowers the Board and renders them, in a very real sense, completely useless.

The board needs a unified front on how to move into the next chapter and my opinions, in order to protect the rights of one individual, seem to be in direct conflict with what may be in the best interest of the agency. I will always cheer for the success of public transportation as I have a soft spot for the less fortunate who depend on this service.

With regret,


Burke Webster

EXECUTIVE DIRECTOR'S REPORT

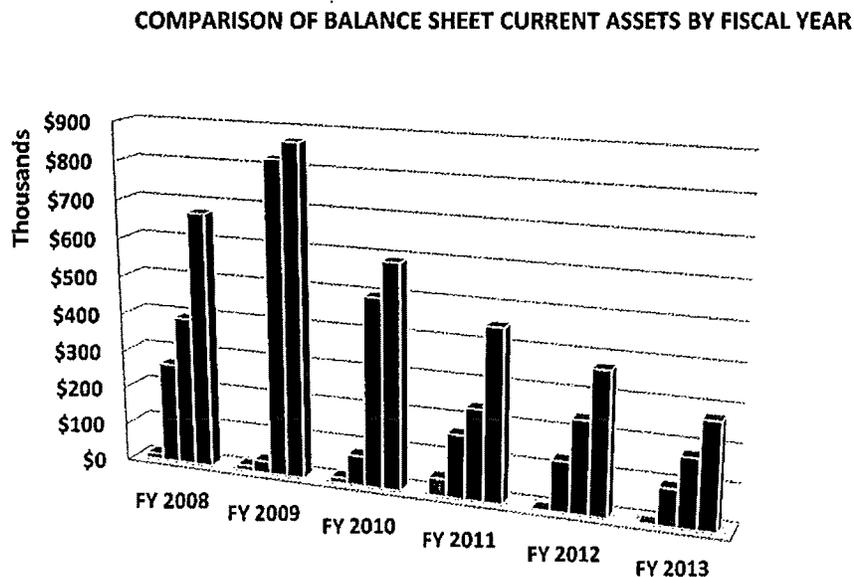
NOVEMBER 19, 2013

GREAT NEWS, OCTOBER 2013 Profit and Loss, after reversing the depreciation expense, shows a net profit of \$26,378.59. Please see the excel spreadsheet.

Also, in FY 2013 we posted a company total of \$460,634.43. For October 2013 we posted a total of \$50,447.06. Although this looks exciting if one multiples the \$50,447 by 12 months, the \$50,447.06 is only \$5,401.17 higher than for October 2012. Still, we should see an increase in Medicaid revenue for FY 2014 if the trend remains stable.

URBAN HISTORICAL P&L ANALYSIS – 2003 THRU 2013

Johnalee McDonald asked that I prepare the Urban Profit and Loss analysis so I am enclosing it for your convenience. Because Lease Income and Interest income could be used to support services anywhere, not just the Idaho Falls Fixed Routes, I deducted them from available income when calculating the net profit/loss. Also, while working on data for the 5 Year Financial Plan, I prepared a Budget Sheet Analysis of Cash and Accounts Receivables chart.



	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
■ PrePaid Expenses	\$13,945	\$13,703	\$13,703	\$46,230	\$0	\$655
■ Cash	\$266,208	\$31,439	\$78,736	\$166,689	\$131,474	\$96,251
■ Accounts Rec.	\$394,189	\$824,096	\$497,992	\$239,222	\$241,885	\$179,336
■ Total Current Assets	\$674,342	\$869,238	\$590,431	\$452,141	\$373,359	\$276,242

BUDGETS

Amanda is working on the Rural budgets for Driggs, Driggs/Rexburg, and Rexburg. I worked on the Salmon budgets for FY 2013 and FY 2014. I have reviewed the spreadsheet data with Commissioner John Jakovac. After that review, based on lower gas prices and a revision to my logic, I have modified my original Salmon data. I am enclosing the excel spread sheet and a draft copy of my proposed letter to both the City of Salmon and the Lemhi County Commissioners. Please note I have not had time to calculate the trips for FY 2013.

Because we have not dedicated any funds to vehicle replacement since the purchase of 14 rural buses and 10 urban buses in 2009, annual Asset Vehicle Management costs are higher than they would be if funds had been dedicated since the date of purchase. However, in the rural area, the buses are not accumulating the miles as fast as the urban buses and the replacement schedule is an average of 7 years and not the 5 as permitted by FTA. Rural vehicle life could well exceed the 7 years. However, under the new \$5339 funding, the local match is 20% and not the 8% as under the original \$5311 program. Further, ITD wants proof of the local match at time of grant application. To demonstrate the time lag between application and signed grant, the FY 2015 grant applications are due in February 2014 and will be signed April 2016. The annual fund is based on the cost to replace vehicles in the entire fleet, not just the vehicles which happen to be located at any one given service area.

DEDICATED ASSET MANAGEMENT FUND

It would be my recommendation that the Board ask the staff to create a dedicated Asset Management for the maintenance and repair of the Idaho Falls facility and replacement of administrative and maintenance equipment. If the Board would do this, the annual net lease income plus advertising income, should equal or exceed the annual funding requirements. This would permit the rural service areas to only focus on funding depreciation plus the difference in the cost of replacement (Asset Fleet Management). The Board should consider establishing one or more dedicated funds for fleet replacement to ensure the local match is always available when needed.

UTAH TRANSIT BUSES

Dave Hunt reported that Utah Transit is still interested in disposing of 10 buses, about 22 passengers, low flow with ramp, diesel, average about 250,000 miles. They get about 4.5 miles per gallon. They are red/white/and blue. The 10 buses will be split between Pocatello Regional Transit, TRPTA, and Ketchum's Mountain Ride system. We will need to invest in a significantly larger jack system for the buses, and the drivers will need to go from a Class C to a Class B CDL.


Lynn Seymour

Final 2014 rates for Regence Innova Plan Option #1 + Buy Down Account

2014 RATES	Regence Premium (Option #1)	% increase in Regence Premium	Amount for Buy Down*	TOTAL MONTHLY COST	Cost for EMPLOYEE Insurance (Regence + Buy Down)	Cost for DEPENDENT Insurance (Regence + Buy Down)	Amt paid by employee for employee (9.75%)	Amt paid by employee for dependents (55%)	Total paid by employee	Total paid by County	Monthly increase for employee	% increase in amount paid by employee
Employee	330.00	5.0%	85.00	\$415.00	\$415.00	\$0.00	\$40.46	\$0.00	\$40.46	\$374.54	\$2.02	5.3%
Employee + Spouse	742.40	6.6%	100.00	\$842.40	\$415.00	\$427.40	\$40.46	\$235.07	\$275.53	\$566.87	\$16.05	6.2%
Employee +1 child	471.50	4.9%	98.00	\$569.50	\$415.00	\$154.50	\$40.46	\$84.98	\$125.44	\$444.07	\$7.30	6.2%
Employee +2 child	627.20	5.0%	110.00	\$737.20	\$415.00	\$322.20	\$40.46	\$177.21	\$217.67	\$519.53	\$12.53	6.1%
Family w/1 child	933.70	6.8%	108.00	\$1,041.70	\$415.00	\$626.70	\$40.46	\$344.69	\$385.15	\$656.56	\$22.48	6.2%
Family w/2+ child	933.70	6.8%	140.00	\$1,073.70	\$415.00	\$658.70	\$40.46	\$362.29	\$402.75	\$670.96	\$23.58	6.2%

2014 BUY-DOWN ACCOUNT	Amount into Teton County Buy Down Account	Amount paid to Regence	Remainder for Buy Down	Paid out for Life Insurance	Paid out for Dental Insurance	Paid out for Admin Fee	*Paid out for Disability Insurance	Balance in Buy Down to buy down deductible
Employee	415.00	330.00	85.00	\$5.84	17.19	\$4	\$0	\$57.97
Employee + Spouse	842.40	742.40	100.00	\$5.84	17.19	\$4	\$0	\$72.97
Employee +1 child	569.50	471.50	98.00	\$5.84	17.19	\$4	\$0	\$70.97
Employee +2 child	737.20	627.20	110.00	\$5.84	17.19	\$4	\$0	\$82.97
Family w/1 child	1,041.70	933.70	108.00	\$5.84	17.19	\$4	\$0	\$80.97
Family w/2+ child	1,073.70	933.70	140.00	\$5.84	17.19	\$4	\$0	\$112.97

11-22-13 You approved the Regence Option #1 on Oct. 14, but we were waiting for revised Regence rates so the increase for each category was uniform @ 6%. However, Regence is unable to provide such rates. Therefore, the "Amount for Buy-Down" has been arbitrarily adjusted to make the increase as close to 6% as possible. I also had to increase the county's % paid for employee to 90.25%. If it was left @ 10%, the single employee rate would go up by 7.1%.

These are the same numbers shown on my Oct. 28 spreadsheet. Please make a motion approving these rates for 2014. - mel

Idaho Department of Juvenile Corrections
 Report Period: 10/1/12 to 09/30/13
JUVENILE JUSTICE ANNUAL FINANCIAL REPORT
 Due Date: December 1, 2013

COUNTY: TETON

Section 1	STATE FUNDS				
FUNDING SOURCE	JUVENILE CORRECTIONS ACT FUND	TOBACCO TAX	LOTTERY		TOTALS
Cash on Hand as of 9/30/12	\$0	\$0	\$0		\$0
Revenues 10/1/12 to 09/30/13	\$27,610	\$27,573	\$4,581		\$59,764
Expended 10/1/12 to 09/30/13					
Personnel Costs	\$15,000	\$15,000	\$0		\$30,000
Operating Expenses	\$12,610	\$12,573	\$4,581		\$29,764
Capital Outlay	\$0	\$0	\$0		\$0
State Funds Cash on Hand as of 9/30/13	\$0	\$0	\$0		\$0

Section 2	COUNTY FUNDS				
FUNDING SOURCE	GENERAL FUND	DETENTION REIMB	SUPERVISION FEES	OTHER REVENUE:	TOTALS
Cash on Hand as of 9/30/12	\$0	\$0	\$0	\$0	\$0
Revenues 10/1/12 to 09/30/13	\$104,216	\$0	\$5,347	\$10,533	\$120,096
Expended 10/1/12 to 09/30/13					
Personnel Costs	\$17,993	\$0	\$5,347	\$0	\$23,340
Operating Expenses	\$86,223	\$0	\$0	\$10,533	\$96,756
Capital Outlay	\$0	\$0	\$0	\$0	\$0
County Funds Cash on Hand as of 9/30/13	\$0	\$0	\$0	\$0	\$0
All Funds Cash on Hand as of 9/30/13					\$0

Section 3	CARRYOVER EXPENDITURE PLAN FOR STATE FUNDING				
FUNDING SOURCE	* JUVENILE CORRECTIONS ACT FUND	TOBACCO TAX	LOTTERY		TOTALS
State Funds Cash on Hand as of 9/30/13	\$0	\$0	\$0		\$0
Personnel Costs	\$0	\$0	\$0		\$0
Operating Expenses	\$0	\$0	\$0		\$0
Capital Outlay	\$0	\$0	\$0		\$0
Total Projected Expenditures	\$0	\$0	\$0		\$0
Unallocated Funds	\$0	\$0	\$0		\$0

Section 4	10/1/13 to 09/30/14	JUVENILE CORRECTION ACT FUNDS NARRATIVE
Personnel Costs		
Operating Expenses		
Capital Outlay		
Unallocated Carryover Funds		

Section 5	10/1/13 to 09/30/14	TOBACCO TAX FUNDS NARRATIVE
Personnel Costs		
Operating Expenses		
Capital Outlay		
Unallocated Carryover Funds		

Section 6	10/1/13 to 09/30/14	LOTTERY FUNDS NARRATIVE
Personnel Costs		
Operating Expenses		
Capital Outlay		
Unallocated Carryover Funds		

Section 7 SIGNATURE OF CERTIFICATION

HEREBY CERTIFY that this report represents actual receipts and expenditures of funds for the period covered by this report. I understand Juvenile Corrections Act (JCA), Tobacco Tax, and Lottery funds cannot be used to replace local funds or increase the amount of such funds that would, in the absence of this allotment, be made available for juvenile justice activities. I understand any remaining JCA Funds, Tobacco Tax and or Lottery Funds must be carried over and reported in the following county fiscal year.

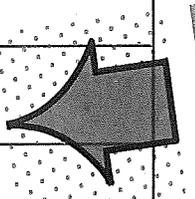
COUNTY CLERK _____ DATE: _____
 Mary Lou Hansen

Section 8 REVIEWER'S SIGNATURES

COUNTY COMMISSIONER CHAIR _____ DATE: _____
 Kelly C. Park

MAGISTRATE JUDGE _____ DATE: _____
 Colin Luke

JUVENILE JUSTICE DIRECTOR _____ DATE: _____
 Brittany Campbell



Section 9 IDJC REVIEWER'S SIGNATURE

_____ DATE: _____
 Printed Name

Section 10 JUVENILE CORRECTION ACT RETENTION APPROVAL

Approved Juvenile Correction Act Funds must be expended by 09/30/14

DIRECTOR SHARON HARRIGFELD _____ DATE: _____

ACT 50.7
(8/2004)



COUNTY VESSEL FUND REPORTING & REMITTANCE FORM
Idaho Department of Parks and Recreation

Teton County

Our County Vessel Fund has been reconciled for fiscal year 2013. The remittance amount has been calculated as follows:

A) Ending Fund Balance	\$ <u>15,372.74</u>
B) Subtract:	
Ending balance of moneys not received from the State Vessel Account	(\$ <u>Ø</u>)
Obligated moneys in the County Vessel Fund (See definition in rules)	(\$ <u>Ø</u>)
C) Adjusted Ending Fund Balance	\$ <u>15,372.74</u>
D) Total received from State Vessel Account for FY <u>2013</u>	\$ <u>5,998.46</u>
E) Subtract line D from line C. If less than Zero, enter Zero	\$ <u>9,374.28</u>

If the amount on line E is Zero, no remittance is required.

If the amount on line E is greater than Zero, the surplus moneys must be remitted to the Department by December 20 for deposit to the State Vessel Account, or complete the "Request for Retention of County Vessel Funds" on the reverse of this form. If the amount to be retained is less than the total surplus, complete both sides of this form.

Mary Buttauer
 County Clerk

Dated: 11-25-13

You may email a "blue signature" pdf to Lorna.Sutcliffe@idpr.idaho.gov
 Or hard copy to:

Idaho Department of Parks and Recreation
 Attention: Lorna Sutcliffe, Financial Specialist-Grants
 5657 Warm Springs Avenue
 Boise ID 83716
 208-514-2478

REQUEST FOR RETENTION OF COUNTY VESSEL FUNDS
Idaho Department of Parks and Recreation

Our County would like to retain surplus moneys in the County Vessel Fund from fiscal year 2013 for a specific purpose expenditure.

Amount: \$ 9,400

Nature of the specific purpose expenditure:
(Please include plans, specifications, and bids if available. Use additional pages if necessary.)

<u>Gravel + grading for boat ramp parking lot @ Bates Bridge</u>	<u>\$4,000.</u>
<u>Save for future land purchase to expand boat ramp parking</u>	<u>5,400</u>

Date funds will be completely expended: 9-30-14

I hereby certify that resolution approving the specific purpose expenditure above, and this "Request for Retention of Funds" form have been adopted by the Board of County Commissioners of Teton County, and that I am duly authorized to execute this form.

Chairman, Board of County Commissioners

Dated: 11-25-13

FIRST AMENDMENT TO THE

Teton County

CAFETERIA PLAN

= (Flex Plan)

THIS AMENDMENT TO THE TETON COUNTY CAFETERIA PLAN (the "Plan") is adopted by Teton County, effective as of the dates set forth herein.

NOW, THEREFORE, effective as set forth below, the Plan is amended as follows:

- A. Effective [01/01/2010], pursuant to Internal Revenue Service Notice 2013-71, Article IV A is hereby amended to remove the Grace Period option as outlined in Sections 4.01A and 4.02A and allow Participants to carry over up to five hundred dollars (\$500.00) of unused Health FSA amounts at the end of the Plan Year to their Health FSA balance for the subsequent Plan Year. For avoidance of doubt, the carryover of up to \$500.00 does not impact the subsequent maximum Health FSA Participant Salary Reduction amount set by the IRS.

Teton County

By: _____

Title: _____

11-21-13

Federal law has changed so that ^{up to \$500} FLEX plan dollars (medical only, not child care) can be carried over. Previously all FLEX dollars were required to be spent, or were lost. A motion is needed to change Teton County's FLEX Plan to take advantage of this change. -meh

**ACTION TAKEN AND RESOLUTION ADOPTED BY CONSENT
OF THE BOARD OF DIRECTORS OF
Teton County**

The undersigned, being all of the members of the Board of Directors of Teton County (the "Employer"), hereby adopt the following Resolution by unanimous consent and direct that this Consent Resolution be entered in the minute books of the Employer.

WHEREAS, the Employer previously adopted a Code Section 125 plan, also known as the Cafeteria Plan, (the "Plan");

WHEREAS, effective immediately, Internal Revenue Service Notice 2013-71 (the "Notice") modified the "use-or-lose" rule for health flexible spending arrangements (FSAs) to allow, at the plan sponsor's option, employees participating in health FSAs to carry over up to five hundred dollars (\$500.00) of unused amounts remaining at year-end; and

WHEREAS, effective [01/01/2010] the Employer desires to amend the Plan as set forth in the attached Amendment and Summary of Material Modifications to make changes to allow employees a carryover of up to \$500.00 to the flexible spending account, consistent with the requirements set forth in the Notice.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors has hereby reviewed the attached Amendment and Summary of Material Modifications and does hereby approve the adoption of the Amendment as set forth therein;

BE IT FURTHER RESOLVED that the officers of the Employer are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

By _____ Date _____

By _____ Date _____

By _____ Date _____

**SUMMARY OF MATERIAL MODIFICATIONS TO THE
SECTION 125 PLAN**

This document summarizes important changes to your [Section 125 Plan] (the "Plan"). If you have any questions regarding the changes outlined in this Summary of Material Modifications ("SMM"), you should contact [insert appropriate contact]. Keep a copy of this SMM with your Summary Plan Description for future reference.

Changes to "Use-or-Lose" Rule for Health Flexible Spending Arrangements ("FSAs")

Effective immediately, and for all future tax years after [01/01/2010], employees will be allowed to carry over up to \$500 of unused FSA amounts for qualified medical expenses incurred during the following year.

In order to take advantage of the carry over, the Plan is required to eliminate the Grace Period provision that allowed employees to use remaining FSA amounts to pay for expenses incurred during the two and half months after the end of the plan year.



DRAFT as of 11-21-13

AGENDA: Dec. 4, 2013 Employee Meetings
 1:30-3:00 AND 3:30-5:00

Description	Estimated Time
Welcome & Introductions, <i>Commissioner Kelly Park</i>	5
Employee Benefit Committee, <i>Renee Leidorf/Wendy Danielson</i>	5
Updates to Personnel Policy & Administrative Policies <i>Clerk Mary Lou Hansen</i>	5
Safety Policy <i>Public Works Director Jay Mazalewski</i>	5
Ethics Policy <i>Prosecutor Kathy Spitzer</i>	5
Health Insurance & Open Enrollment , <i>Travis & AJ Argyle, American Insurance</i>	15
Wellness Plan, <i>Travis & AJ Argyle, American Insurance</i>	5
Flex Plan, <i>Travis & AJ Argyle, American Insurance</i>	5
AFLAC, <i>Adam Korth</i>	15
?Risk Management/ICRMP, <i>Risk Manager Dawn Felchle</i> OR Commissioner Q&A?	20
Q & A	5
	90

**Safety**

*for Jay Maz to
present Dec. 4*

Revision: 0

Date: 11/17/11

Original Issue Date: 11/17/11

Number of Pages: 1

Approved: BOCC

Teton County is committed to providing a safe working environment that protects employees and citizens from injury and loss. Every employee is expected to comply with the basic safety rules listed below. In addition, employees are expected to follow any detailed safety rules adopted by their specific department.

- Use common sense in performing your duties
- Report any work injury or illness to your supervisor
- Report unsafe conditions to your supervisor
- Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect your judgment
- Keep your work area neat and tidy
- Use mechanical devices or request assistance in lifting heavy loads
- Wear seat belts when operating any company or rented vehicle or driving your own personal vehicle while on company business
- Be sure that aisles or exits are kept clear; do not let cords interfere with walkways
- Keep paper clips, tacks, pins and other objects off the floors
- Store all sharp objects properly when not in use
- Open and close doors cautiously and use extra caution at blind hallway intersections
- Open only one file cabinet drawer at a time to avoid tip-over
- Report or clean up all spills immediately
- Do not use cell phones or computers while driving a vehicle (except sworn law enforcement officers in specific tactical situations)
- Use stepstools, platforms or ladders for climbing; never use chairs
- Report or replace frayed electrical cords
- Do not use cell phones or computers while driving a county vehicle, except pursuant to exception(s) described in the Vehicle Use Policy

Emergency Evacuation Plans and Re-entry:

In any emergency, employees should follow alarms or other alerts to evacuate the building and/or area near the premises. Always follow basic evacuation procedures but remember that personal safety is paramount and takes precedence.

- Check work area for anything needing to be secured and store it quickly
- Secure locks on all secured containers and cabinets
- Leave your work area and report to your supervisor



for K. Spitzer
to present Dec. 4

Teton County government exists to: (1) provide services and functions mandated by the State of Idaho; and (2) protect and enhance the health, safety and welfare of County residents. Every action taken by Elected Officials and employees should promote one of these purposes and should be undertaken in an ethical manner that promotes public trust and confidence.

County employees should:

- Work cooperatively and consistently to provide public service of the highest possible quality and quantity
- Perform all tasks and conduct all affairs consistently in a manner that promotes a reputation of integrity and impartial adherence to all applicable laws
- Treat members of the public and other employees with dignity and respect and in a manner which builds trust and credibility
- Scrupulously avoid personal behaviors which would bring unfavorable public impressions upon Teton County and its officials
- Avoid conflicts of interest and the appearance of conflicts of interest
- Protect all confidential information not considered a matter of public record
- Follow all applicable laws and speak up if they become aware of violations by other employees
- Read and follow all provisions of Chapter III of the Teton County Personnel Policy entitled *Rules of Employee Conduct* and the *Ethics in Government* handbook published by the Idaho Attorney General

County employees should not:

- Use their public position for personal gain
- Give preferential treatment to any person or entity
- Engage in abusive or hurtful conduct to fellow employees or to the public, whether in person or via any other method of communication
- Participate in illegal activities, including discrimination on the basis of race, religion, gender, age, disability or national origin
- Abuse employee benefit offerings
- Use county resources (including time, material, equipment and information) for personal gain or to the benefit of persons not otherwise entitled to utilize those resources
- Accept gifts with a value greater than \$50 (*see Idaho Statute 18-1356*)

In most cases, appropriate decisions can be made by using good judgment, based on high ethical principles. However, if a situation arises where the ethically correct decision or action is not readily apparent, Elected Officials and employees are encouraged to consult with their supervisor or with the County Prosecutor, and to ask themselves the following questions:

- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my situation to my supervisor or to the people who elected me?
- How would it look if this decision made the newspaper headlines?
- What would I tell my child to do?
- Is this the right thing to do?
- Does this follow county policy?

Mary Lou Hansen

From: Mary Lou Hansen
Sent: Tuesday, November 19, 2013 8:52 AM
To: Teton
Subject: Judge Colin Luke Retirement Party - Jan. 10, 2014

Please mark this date on your calendar if you would like to attend Judge Luke's retirement party at 3 pm on January 10.

The investiture ceremony for Teton County's new Magistrate Judge, Jason Walker, will take place beforehand.

I'll send more details closer to the event(s).

Mary Lou

Mary Lou Hansen
Teton County Clerk
208-354-8771
150 Courthouse Drive #208
Driggs, ID 83422
FAX: 354-8410

From: Jenny Shults [<mailto:vshults@co.bonneville.id.us>]
Sent: Thursday, November 14, 2013 12:28 PM
Subject: Judge Jason Walker Investiture, Judge Colin Luke Retirement

I am sending an email for you to **set aside the date of January 10, 2013** for Judge Jason Walker's Investiture to begin at 2:00 p.m., then Judge Colin Luke's retirement to begin 3:00 p.m. IN TETON COUNTY AT THE COURTHOUSE. We look forward to seeing you there for the two celebrations.
Please forward this email to your local Prosecutor's, Public Defender's, Probation Office, State Police, County Police, City Police, as well as anyone else you may think of.

Have a good day.

7th Judicial District
Trial Court Administrative
Assistant.
jshults@co.bonneville.id.us
208-529-1350 Ext. 1341
Jenny Shults

11-22-13
BOCC: We need to discuss an appropriate retirement gift (if any) for Judge Luke + also a plaque or? The county is responsible to provide refreshments for the retirement party. I need to know if it's okay to exceed the amounts stated in the policy. Judge Luke is retiring after 24 years + is one of the longest-serving Magistrates in Idaho. -meh



Appropriate Use of County Funds

Revision: 1

Date: 11/12/13

Original Issue Date: 6/15/11

Number of Pages: 1

Approved: BOCC

The use of Teton County funds for purchases other than official expenditures is strictly prohibited.

Professional Dues and Memberships. Membership dues and fees for organizations and associations directly related to the official operation and mission of Teton County are an allowable county expense. Individual professional membership dues will be an allowable expense for organizations that have a clear and direct relationship to the employee's area of work responsibility with the county. No dues will be paid or reimbursed by the county for membership in organizations which are generally and primarily social, civic or fraternal in nature. Payments for membership or professional dues will be made directly to the professional organization or association and not to the employee.

Meals. It is generally not acceptable to purchase meals with county funds, other than those authorized pursuant to the county's Travel Reimbursement policy. However, certain exceptions are allowable, for example: (1) meals provided to staff so they can work through the lunch hour to meet a project deadline; and (2) meals for board meetings.

Gifts, Plants, Cards, Refreshments. County funds may not be used to purchase gifts, plants, cards, or refreshments for individual employees, other governmental officials, or members of the public. Departments and/or employees wishing to celebrate special occasions or send condolences are encouraged to do so by means of individual employee contributions. However, the following exceptions are allowed:

VOLUNTEER BOARD MEMBERS. Gifts may be given to individual volunteer board members (e.g. end of term gift, holiday party) as long as the value is less than \$30. A \$25 gift card will be presented to every volunteer board member who terminates his service after completing his term(s) of office.

ELECTED OFFICIAL RETIREMENT. Upon retirement of an elected official, minimal snacks may be provided at County expense. Plaques are also appropriate. The longer the tenure of the retiring official, the more appropriate the expense.

Clothing. County funds may not be used to purchase clothing for ordinary wear. Uniforms and clothing with the county logo are not considered clothing for ordinary wear. The value of uniforms and safety-related clothing purchased with county funds may be considered a taxable fringe benefit.



Travel Reimbursement

Revision: 3

Date: 11/28/11

Original Issue Date: 11/24/08

Number of Pages: 1

Approved: BOCC

All travel and/or attendance at an overnight training or conference event by county employees must be authorized in advance by the responsible Elected Official or Department Head. Overnight travel for Department Heads who report directly to the Board must be authorized in advance by the Board. While traveling, all employees are expected to minimize expenses as much as possible out of respect for the taxpayers funding the travel.

When planning a trip, employees should utilize the most cost-effective means of travel. Alternatives to consider include flying, renting a vehicle and carpooling. If an employee chooses to travel by means other than the most cost-effective method, the employee will only be reimbursed at the most cost-effective amount.

Mileage. The County maintains administrative vehicle(s) for use by employees traveling on official business. These vehicles should be utilized whenever possible. If an appropriate county vehicle is available, but not used, the mileage reimbursement rate will be 50% of the amount set by the IRS. If an employee is required to use a personal vehicle because an appropriate county vehicle is not available, mileage will be paid in accordance with rates set by the IRS.

Employees driving to the same meeting or training are expected to carpool. If one employee chooses to drive their own vehicle, their mileage reimbursement rate will be 50% of the amount set by the IRS.

Mileage reimbursement is not allowed for any portion of travel that is for personal use.

Meals. The County will reimburse actual meal expenses, including tips, up to a maximum of \$50 per day, broken down to \$10 for breakfast, \$15 for lunch and \$25 for dinner. Employees traveling out of the county to participate in a one-day meeting or training will be reimbursed only for their noon meal, and only if it is not provided as part of the training event. If an employee chooses not to consume a meal included in the event registration fee, they will not be reimbursed for that meal purchased separately.

If an employee prefers to be reimbursed in advance of their travel, they may request a per diem rate of \$30, broken down to \$5 for breakfast, \$10 for lunch and \$15 for dinner. All claims for advance per diem reimbursement must be submitted in a timely manner and receive approval during a regular Board meeting. If advance per diem payment is received, no further meal reimbursement will be allowed.

Time. Time spent by an employee traveling to another city for a special one-day assignment or training shall be considered work time. Travel time related to trips that keep an employee away from home overnight is considered work time when it cuts across the employee's regular work hours on any day of the week. Travel time outside an employee's regular work hours while traveling on an airplane, train, automobile or public transportation is generally not considered work time under the FLSA unless the employee is the driver. However, such time will be compensated when in the best interest of the department/office as determined by the elected official or department head. If compensated, such travel time will not be considered work time for purposes of overtime calculation.

Reimbursement. Reimbursable travel expenses are limited to those that are directly related to official business. Reimbursement shall be for actual expenses only, and not based on a per diem rate. Use of direct billing for hotel costs is strongly encouraged whenever possible to ensure the county receives tax exempt status. A Claim accompanied by original receipts must be submitted for reimbursement. The number of miles submitted for reimbursement cannot significantly exceed the distance as calculated by using Mapquest.

Non-reimbursable travel expenses include, but are not limited to, those incurred for the sole benefit of the employee such as travel insurance, alcoholic beverages, extra meals, in-room movies, laundry, room service, entertainment, personal long distance telephone calls, etc.

If a spouse or other non-County employee accompanies the employee, reimbursement shall be based on the employee's expenses only, i.e. single room rate. Rental cars are reimbursable only when it is not practical to use taxis, buses, shuttle, or limousine service. The County reserves the right to adjust unreasonably high expenses.

From: Jenny Shults [<mailto:vshults@co.bonneville.id.us>]
Sent: Wednesday, November 20, 2013 03:36 PM
To:
Subject: District Wide Specialty Court Drug Court Coordinator

Hello everyone, Please make sure you read the email from Judge Shindurling. Once that has been done, **please use the voting buttons that are included at the top of this email. Look to the very top left side to find the voting buttons. You will see two box's. One box will have a green check mark for yes and the other a red X for no, there is an arrow to open, once opened you are able to click the one you want.**

Please do not reply with your own yes or no votes, as the provided voting buttons will tally the votes as they come in.

DISTRICT COURT
SEVENTH JUDICIAL DISTRICT
STATE OF IDAHO

Jon J. Shindurling
Administrative Judge
FOR
BONNEVILLE, BINGHAM, BUTTE, CLARK,
CUSTER, FREMONT, JEFFERSON, LEMHI,
MADISON, AND TETON COUNTIES



DISTRICT OFFICES
BONNEVILLE
COUNTY COURTHOUSE
605 NORTH CAPITAL AVE.
IDAHO FALLS, IDAHO 83402
TEL. (208) 529-1350 EXT. 1341
FAX (208) 529-1310
EMAIL: jshindurling@co.bonneville.id.us

To: Drug Court Executive Committee
Juvenile Justice Executive Committee
Problem Solving Court Governing Boards-Bingham, Bonneville, Upper Valley, Teton and Butte

RE: Proposal for a District-wide Drug Court Manager and Mental Health Court Manager

Jenny will be sending out an email ballot for you to vote on the attached proposal

- YES or
- NO

The attached proposal with Attachments has been reviewed by the Idaho Supreme Court and from their perspective has been given a green light to move forward. Back in July a detailed funding proposal was submitted to the Supreme Court for a district wide problem-solving court manager. Our Judicial District proposal essentially requested about \$65,000; however, based on a statewide formula and some "presumptive unmet needs", \$41,430 was approved rather than the \$65,000.00.

Based on the attached proposal the Supreme Court has now agreed to commit \$67,304.00 to the district-wide position with Bonneville County Juvenile committing \$20,000.00 cash match for a total of \$87,304.00.

Initially for the attached proposal we suggested our Judicial District return the \$40,000.00 Millennium funding for Paul Meigio's position; but at this point the Supreme Court suggested to leave those funds with the Judicial District subject to our ten county commissions and juvenile judges/probation to come up with a proposal to reallocate or redirect those funds to another program for tobacco/underage drinking.

Please review the attached proposal and please vote on or before November 27th.

/S/ Jon J. Shindurling

Jon Shindurling
Administrative Judge

/S/ Roger Christensen

Roger Christensen
7th Judicial District Chairman Juvenile Justice Executive Committee

CC: Juvenile Implementation Committee
Adult Problem Solving Court Implementation Committee

11-18-2013 Draft

PROPOSAL

RE: DISTRICT – WIDE COORDINATION for PROBLEM-SOLVING COURTS – 7th Judicial District

After reviewing many funding options, examining current and future problem-solving court needs of the Judicial District, reviewing all Juvenile and Adult SUDS programs and current staff, including the budgets and anticipated revenue of D7 Treatment; the 7th Judicial District makes the following proposal regarding the funding for a full-time District Drug Courts Manager–

- Until July 1, 2014 or no later than October 1, 2014, create a full – time shared IDJC/Supreme Court/County employee, specifically Paul Meigio, using existing \$40,000.00 state funds from Juvenile SUDS presently allocated to the Seventh Judicial District, and the recently approved allocation of \$41,430.00 for the PSC Manager from the Supreme Court. Approximately 20 hours per week will be allotted to each “job” – anticipated salary \$60,000.00 plus benefits, with an understanding that as the JUVENILE SUDS responsibilities and funding diminishes; that the salary of the drug court district manager will increase to an agreed upon level of \$63,525.00 by July 1, 2014 to September 30, 2014.
- Subject to approval of the Idaho Supreme Court, redirect the \$55,000.00 Millennium Fund allocation for the District-wide tobacco/underage drinking coordinator by \$40,000, leaving a balance of \$15,000.00 to continue the data collection, data analysis and recidivism data for each of the ten counties on an on-going basis. In other words maintain the data collection for underage drinking/tobacco and eliminate the District-wide coordinator position that is currently held by Paul Meigio. The 10 county Juvenile Justice Executive Committee and the District-wide Juvenile Implementation Committee will remain in place to review the underage drinking/tobacco data on a regular basis to continue to challenge all ten counties to maintain and keep effective programs for that target population. The Juvenile Executive committee (Commissioners and Judges) will review and approve the future proposals to the ISC and IDJC for the reallocation of the \$40,000.00 within the 7th Judicial District.

- The IDJC SUDS funding of \$40,000.00 will be phased back to the counties and not eliminated, just redirected to another county employee with district-wide duties, and Paul Meigio will become a full-time state employee drug court manager effective sometime between July 1, 2014 and September 30, 2014 with the following funding - \$20,000.00 cash from Bonneville's Juvenile Probation budget, \$41,430.00 from the approved allocation for a district-wide problem-solving court manager by the Supreme court or a total of \$61,430.00.. Total cost of the position effective July 1, 2014 is \$87,304.00, **thus when the position becomes a full-time drug court manager, the Supreme Court is agreeing to fund the difference between \$87,304.00 and \$61,430.00, or additional \$25,874.00-**
 - **\$20,000.00 Bonneville cash match plus**
 - **\$41,430.00 PSC Supreme Court allocation plus**
 - **\$25,874.00 Supreme Court funding**

TOTAL \$87,304.00

- Under this proposal, until July 1, 2014, the District –wide MANAGER will NOT provide *Direct Service Responsibilities* to the Bonneville and Bingham county juvenile drug courts. Essentially Bonneville and Bingham Counties juvenile drug courts have agreed to provide the direct coordinator service responsibilities and the \$200,00.00 PLUS **county match dollars**, thus freeing up time for the District Drug Court Manager to provide the on-going quality and fidelity assurance and competency development for all the drug courts in the District. – see attached memo from Bonneville's Juvenile Probation Director, Meri Bybee and Bingham's Program Directors Claudon Lilya/Shawn Hill.
- The 7th Judicial District supports and embraces the *Major Duties and Responsibilities* delineated in the attached District Problem Solving Courts Manager position description prepared by ISC, however, the 7th Judicial District will add language that the district's drug court manager will report and receive oversight from the Juvenile and Adult Problem—Solving Court Executive Committees, and Adult Problem-Solving Court Governing Boards, and staff and facilitate both of the district-wide Juvenile SUDS and Adult Problem –Solving Court Implementation committees, including the Joint meetings. Administrative Orders have been issued that establish the above mentioned governing structure.
- District-wide Mental Health Court Manager – for further clarity this proposal also assumes that Eric Olson will continue to be an independent contractor and manage the existing 6 mental health courts, with the additional expectation he will expand the misdemeanor mental health diversion court model to all ten counties. He will concurrently report to the same organizational structure as the district drug court manager, collaborate on the agendas, and collaborate on the quality and fidelity assurance and competency development of all the problem-solving courts.

Advantages of Proposal – If Paul Meigio is hired, a district-wide budget already exists for travel and other expenses, an office is available, as is office equipment and computer. Paul will have no learning curve, already coordinates the juvenile district-wide implementation meetings and reports to the Juvenile Justice Executive Committee. He also knows all the adult drug court stakeholders, collaborates well with our District-Wide Mental Health Court Manager Eric Olson, and has the skills and job knowledge necessary to step into the role of quality and fidelity assurance and competency development for our drug court teams throughout the District.

Unresolved Issues or Questions –

- Compensating for Paul's accumulated sick and annual leave with Bonneville County - 846.29 hours sick leave and 157 hours annual leave. It is recommended by the Supreme Court that Paul take all his accumulated leave time prior to his transfer to state employment.

Attachments:

Idaho Supreme Court Position Description-District Problem Solving Court Manager
District Problem-Solving Court Manager Memos From Meri Bybee and Claudon Lilya

7th Judicial District
Trial Court Administrative
Assistant.
jshults@co.bonneville.id.us
208-529-1350 Ext. 1341
Jenny Shults

Bingham County Juvenile Drug Court

Needs/Expectations District Wide Manager pertaining to JDC in Bingham County

Shawn will remain as the Bingham County Juvenile Drug Coordinator. The expectations/needs from the District Wide Manager for Bingham County Juvenile Drug Court would be as follows.

- Attend one JDC hearing a month - the day when all phases attend.
- Attend one JDC staffing each month - when we do clinical staffing of all clients.
- Help with navigating and input of WITS.

The above needs/expectations would be approximately 8-10 hours a month. This would also ensure that Bingham Juvenile Drug Court is adhering to best practices and the model endorsed by the Idaho Supreme Court. In the event that the District Wide Manager position becomes a full time position, the needs/expectations could be subject to change.

Bingham County will contribute the following match:

- | | |
|--|--------------|
| • Bingham County Juvenile Drug Court Coordinator @ 33% | 18,500 |
| • Full time Juvenile Drug Court Officer @ 80% | 36,000 |
| • Drug testing supplies & labor/ county | 7,000 |
| 5000 allocated Supreme Court testing dollars | |
| Specialty Court Clerk | 8,500 |
| • Other Department supporting staff | <u>5,000</u> |

Total Match

\$75,000.00

Claudon Lilya
Coordinator Adult Specialty Courts
Director Adult/Juvenile Court Services
782-3185

Shawn Hill
Coordinator Juvenile Drug Court
Chief Administrator Juvenile Probation
208-782-2686

Bonneville County Juvenile Drug Court

To: Roger Christensen, Chairman, Bonneville County Commission
Jon Shindurling, Administrative Judge
Darren Simpson, District Judge and Supreme Court Committee
Ralph Savage, Bonneville Juvenile Drug Court Judge
Burt Butler, Trial Court Administrator

RE: Needs/Expectations District Wide Manager pertaining to JDC in Bonneville County

I will remain as the Bonneville County Juvenile Drug Coordinator. The expectations/needs from the District Wide Manager for Bonneville County Juvenile Drug Court would be as follows.

- Attend one JDC hearing a month - the day when all phases attend.
- Attend one JDC staffing each month - when we do clinical staffing of all clients.
- Help with navigating and input of WITS.

The above needs/expectations would be approximately 8-10 hours a month. This would also ensure that Bonneville Juvenile Drug Court is adhering to best practices and the model endorsed by the Idaho Supreme Court. In the event that the District Wide Manager position becomes a full time position, the needs/expectations could be subject to change.

Bonneville County will contribute the following match:

- | | |
|---|---------------|
| • Bonneville County Juvenile Drug Court Coordinator @ 25% | 22,500 |
| • Full time Juvenile Drug Court Officer @ 100% | 71,000 |
| • Juvenile Drug Court Assistant/Tech @ 75% | 42,000 |
| • Drug testing supplies & labor | <u>20,000</u> |
| 30,000 - 10,000 allocated Supreme Court testing dollars | |

Total Match

155,500*

In addition, Bonneville County will provide office space, phone, office supplies, car and computer for use by the District Wide Manager - \$10,000.00 plus

Meri Bybee
Juvenile Court Services Director
Bonneville County
208-528-5600 ext 3009

*This match does not include Bonneville prosecutors, public defender, or juvenile deputy clerk time commitment

DRAFT

Idaho Judicial Branch
Position Description

Position Title:	District Problem Solving Court Manager
Effective Date:	October 2013
Salary Range/Grade:	Grade 15
FLSA Status:	Exempt - Administrative
EEO Job Category:	Professional

General Position Summary:

A District Problem Solving Court Manager works closely with the district's presiding (problem-solving court) judges and with the administrative district judge and trial court administrator to plan for, oversee and evaluate the operations of the problem-solving courts within the district. The District Wide Manager assists the problem-solving courts in the district to implement and operate within statewide guidelines, standards and evidence-based practices.

The District Problem Solving Courts Manager reports directly to the district Trial Court Administrator and receives direct policy guidance from the Idaho Supreme Court and its Administrative Office. The District Problem Solving Courts Manager is responsible for ensuring effective courts services, including best practices in case management, in the areas of Drug, Mental Health, and Veterans Courts. The District Family Court Services Manager may supervise related district court personnel.

Major Duties and Responsibilities: (The examples provided do not cover all the duties which the incumbent in this position may be required to perform.)

District Wide Responsibilities:

- Represents the district consensus to statewide coordinator in regard to court operations;
- Develops and maintains district problem solving court budgets;
- Coordinates the district's development and management of grants and provides reports and statistics as necessary;
- May provide direct coordination for one or more problem solving courts as directed by the administrative district judge and trial court administrator;
- Develops and recommends district policies and procedures;
- Ensures district compliance with state guidelines and standards;
- Serves as a trained peer reviewer to assure compliance with state guidelines and standards of operation and consult with the statewide coordinator in the selection and training of other peer reviewers and the selection of courts to receive a peer review each year.
- Evaluates district problem-solving courts and services provided to participants and recommends improvements;
- Assists the trial court administrator, administrative district judge and statewide coordinator with development and implementation of new problem solving courts and other services for the district;
- Acts as liaison between statewide coordinator and court coordinators in the district to ensures problem solving court teams have current information on policy and operations;
- Prepares and processes a variety of documentation regarding services provided;
- Provides advice and guidance to court coordinators within the district;
- Reviews district utilization and provides statistics to trial court administrator, administrative district judge, statewide coordinator and others;
- Coordinates training for problem solving court teams and provides education and outreach to communities on the district's problem solving court efforts.

Direct Service Responsibilities:

- Explains policies and procedures to participants;
- Screens applications, completes initial intake paperwork and determines eligibility;
- Monitors compliance of problem-solving court participants;
- Conducts evaluation/assessment of individuals referred to the court and makes recommendations to judges;
- Conducts evaluation of participant progress;
- Provides training/education/orientation to participants;
- Maintains communication with problem solving court team(s) as well as other court staff including trial court administrators and judges regarding operations;
- Develops and maintains cooperative relationships among team partners and community agencies;
- Balances program requirements with county mandates and policies;
- Identifies any issues or areas of concern and develops recommendation to solve problems;
- Participates on various committees to promote services and develop new services and update current services;
- Maintains updated resource information for participants;
- Maintains and prepares files, documents, and participant handbooks;
- Performs data entry in the case management system.

Minimum Qualifications:

- Bachelor's degree in Criminal Justice, Behavioral Health or a related field required; Master's degree preferred;
- Five years of experience in a related field;
- Experience working as a problem solving court coordinator preferred.

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience in determining whether an applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities in this position.

Knowledge, Skills and Abilities:

- Knowledge of the Idaho Court System and of problem solving courts;
- Knowledge of grant management;
- Knowledge of governmental budgeting;
- Knowledge of behavioral health systems and services and principles of effective treatment for criminal justice populations;
- Knowledge of effective drug testing methods and programs;
- Knowledge of consensus decision making techniques and team management;
- Knowledge of interviewing techniques;
- Knowledge of methods of program development, implementation and evaluation;
- Knowledge of adult learning methods;
- Ability to coordinate services and collaborate with a variety of people to meet program deadlines and goals;
- Ability to prepare and present information to groups;
- Ability to communicate effectively verbally and in writing;
- Ability to maintain confidentiality;
- Ability to make sound decisions in accordance with laws, regulations, and established policies;
- Ability to negotiate, problem solve, and develop consensus among numerous stakeholders.

MEMO

DATE: November 22, 2013
FROM: Dawn Felchle, Assistant
TO: County Commissioners
RE: Fair Board Appointment

At the regular meeting of the Fair Board on Wednesday, November 13th, Kari Moulton turned in his resignation for personal reasons. Mr. Moulton has served for 8 years and his current term expires September 30, 2014.

BOARD ACTION: Name a replacement for the remaining 11 months of this term.

Option A The Board had 4 candidates apply in August for the 3 openings. You named Katie Salsbury & Patty Peterson and re-appointed Elaine Johnson. Ray Breckenridge was the 4th candidate. I contacted Mr. Breckenridge on your behalf to see if he is willing to serve out the remainder of Mr. Moulton's term.

Mr. Breckenridge declined to serve at this time.

Option B Advertise

Option C ???