

MEETING AGENDA
ONEIDA COUNTY COMMISSIONERS



Special working meeting

February 1st, 2021
10 Court Street, Malad, Id. 83252

This meeting will be held at the Events Center in the main conference room.

TIME

TOPIC

9:00	Discuss amendments to the current spending policy and address the need for a credit card policy.
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MEETING MINUTES OF A REGULAR MEETING BOARD OF ONEIDA COUNTY COMMISSIONERS

The meeting was opened by Commissioner Lewis leading the Pledge of Allegiance and offering a prayer.

Commissioner Lewis started the meeting by identifying the budget process for the benefit of the other commissioners. The request period starts in the April / May timeframe and the commissioners have until the end of August to finalize a budget that can then be approved after a public hearing. He further stated that the current budget is only valid if the revenues are on target as projected. He stated that a spending policy is needed to give to departments as they spend their budgets throughout the year. Attorney Brower presented a copy of the state travel policy along with excerpts of the current Oneida County personnel policy as it pertains to spending and credit cards, spending and reimbursements. Also presented was a copy of the Bannock County reimbursement voucher for travel.

Throughout the discussion the commissioners reviewed the current per diem rate and compared it to surrounding counties as well as the state rate. They discussed what would constitute eligibility for reimbursement for meals as it pertains to the employee's departure time and return time and also whether travel days should count the same as full training days.

The commissioners spent a little time reading the state policy and then commented on what they liked and what may not pertain to Oneida County.

Issues identified:

Per diem rates

Per diem and mileage paid in advance

Employee's not spending the full per diem and then pocketing the money

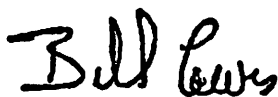
Proper purchases with the county credit card

Documentation for claims and reimbursement request

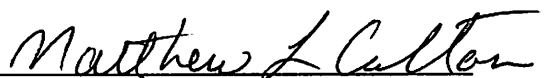
Attorney Brower took notes as the commissioners discussed the state policy and committed to draft a policy for Oneida County that will be addressed by all departments in the February 22nd meeting.

Also scheduled was a March 1st meeting to discuss credit cards and their proper use.

The meeting was adjourned.



Bill Lewis, Chairman



Matthew L. Colton, Clerk