

**JEROME COUNTY BOARD OF COMMISSIONERS**

Tuesday, June 27, 2023

PRESENT: Ben Crouch, Chairman  
Charles Howell, Vice Chairman  
Art Watkins, Commissioner  
Tracee McKim, Chief Deputy Clerk

Meeting convened at 9 A.M.

**BUDGET WORKSHOP**

Chief Deputy Clerk Tracee McKim was present.

The Commissioners discussed with Tracee McKim amounts to include in the FY 2023-24 budget. They reviewed budget requests for the clerk, the Commissioners, and election expenses.

❖ 10:30 A.M. – A Motion was made by Commissioner Crouch to go into executive session per Idaho Code 74-206(1)(f), litigation. It was seconded and carried with a unanimous roll call vote.

11:35 A.M. – Return to open session.

Meeting recessed at 11:45 A.M.

Meeting reconvened at 1:15 P.M. with Deputy Clerk Jane White present.

**INTERVIEWS FOR FILLING THE COUNTY CLERK POSITION**

The Commissioners interviewed two candidates recommended by the Republican Central Committee to fulfill the term of Clerk Michelle Emerson, to be vacated by her resignation effective July 2. They then determined to enter executive session for their deliberation.

❖ 2:24 P.M. - A Motion was made by Commissioner Crouch to go into executive session per Idaho Code 74-206(1)(b), personnel. It was seconded and carried with a unanimous roll call vote.

2:46 P.M. – Return to open session.

❖ A Motion was made by Commissioner Howell to appoint Cy Lootens as Clerk to fulfill the term of Clerk Michelle Emerson. It was seconded, followed by discussion by Commissioner Howell that his motion was based on Cy Lootens’ stronger personnel management, customer service, leadership style, and willingness to work with other segments of the clerk’s office. The Motion carried with unanimous ayes.

**BUSINESS AND/OR ADMINISTRATIVE MATTERS**

The Board signed a Claims Approval Report dated June 27, 2023, for the Insurance Deductible Trust Fund, with a grand total of \$2,832.39.

The Board signed leave requests for Deserae Calbo and Mark Reyes.

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The Board signed an employee wage change form to increase the salary of Probation Officer Andrea Gonzalez, as Probation Administrator Deserae Calbo had requested and the Board had approved on June 26.

Meeting adjourned at 3:10 P.M.

Respectively submitted:

BOARD OF COMMISSIONERS

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Jane White, Deputy Clerk

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A. Ben Crouch, Chairman

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Charles M. Howell, Commissioner

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Art Watkins, Commissioner