

## TOWN OF NEWCASTLE, TOWN OF UPTON, WESTON COUNTY JOINT POWERS BOARD COMMUNICATIONS MEETING MINUTES

**Call Meeting to order:** 16:35 **Date:** 11/2/23

**Guests:** Micheal Stulken, Jeani Stone

**Attendance:** Bryan Colvard, Derek Thompson, James Curren, Austin Baker, Susan Bridge by phone

**Agenda Amendments:** Job Application-old business

**Motion:** To approve the minutes as written.

**Motion by:** Colvard 2<sup>nd</sup> **By:** Baker Motion Carried

**Old Business:** The application for the Director Position is done, Thompson brought it in for final approval. Curren made a motion to approve the application for the director Colvard 2<sup>nd</sup> it, motion carried. Discussion was made on where to post, it was decided social media, teletype, Academy website, Wascop web site, DCI web site, Wyoming at work, and Workforce Services. Bank Discussion: Baker talked to Gene Diedtrich, he suggested putting money in all three banks in the county. Discussion was made about initially setting up a checking and savings account and if we have excess funds for the year to open a CD. It was also decided to use Pinnacle bank to set up the checking and savings. Baker also stated that we now have a Tax ID Number, and he has been in touch with the state to get the Tax-Exempt number. Bridge got an estimate from ADI for our bonds it is approximately \$100 per board member. We must have a bonded member to get any of the money for the JPB. Colvard suggested that he would pay for his bond to get started since we can't get a bond if we don't have any money and can't get any money without a bond. Thompson give an update on the quote from Link Tec he has not got one back yet, but he did talk to them, and it should be about \$1000 a month for IT he is going to find out if they have 24-hour service. Colvard was also going to check with Golden West. The By-laws were also discussed there were a couple of suggestions Jeani Stone was going to look threw them and get with Bridge to Work on them more with the suggestions.

**New Business:** Baker received a quote from Quikbooks he suggested using their Online Plus with Elite Payroll Features, it runs \$185 a month plus \$10 an employee. This feature offers HR support and could also write our employee handbook. We just have to drop the things we want in it to them. A discussion was made and it was decided that Baker will check with Quikbooks

and see if they have a Demo, they could present to us next meeting. He will also check to see if it will interface with unemployment, Workers Comp, and Auditors.

**Other Business:**

**Next Meeting:**11/16/23 **Time:** 16:30 **Location:** County Attorney's Office

**Meeting adjourned Time:** 17:45 **Motioned by:** Curren **2<sup>nd</sup>:** Baker **Motion Carried**

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**Secretary James Curren**

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**Chairman Bryan Colvard**