RESOLUTION NO. 26-197

A RESOLUTION OF THE CANYON COUNTY BOARD OF COUNTY COMMISSIONERS TO TRANSFER OVERSIGHT OF THE BOARD OF COMMUNITY GUARDIANS FROM THE CANYON COUNTY CLERK TO THE CANYON COUNTY BOARD OF COUNTY COMMISIONERS

The following Resolution was considered and adopted by the Canyon County Board of County Commissioners ("Board") on the 10th day of November, 2026.

Upon the motion of Commissioner Van Beek and second by Commissioner Brooks, the Board resolves as follows:

WHEREAS, Idaho Code § 31-801 grants general powers and duties, subject to the restrictions of law, to the boards of county commissioners in their respective counties; and

WHEREAS, Idaho Code § 31-828 grants the Board authority "to do and perform all other acts . . . which may be necessary to the full discharge of the duties of the chief executive authority of the county government"; and

WHEREAS, Idaho Code § 15-5-320 provides the Board authority to, "create and budget for, within the county, a board of community guardian"; and

WHEREAS, Canyon County has established a Board of Community Guardians ("BOCG") to serve the public interest and welfare by assisting with guardianship-related needs for vulnerable residents and to coordinate community resources in furtherance of that purpose; and

WHEREAS, administrative oversight and supervision of the BOCG has historically been exercised by the Canyon County Clerk; and

WHEREAS, the County has determined that transferring oversight and administrative supervision of the BOCG to the Board will promote administrative efficiency, unified policy direction, and improved coordination of county resources; and

WHEREAS, under Idaho Code §§ 31-3404 and 31-3406, the Canyon County Clerk has statutory responsibilities related to indigent-assistance intake and investigation; and

WHEREAS, the County desires to ensure that indigent-assistance intake and investigative functions required by Idaho Code §§ 31-3404 and 31-3406 continue without interruption through a designated employee who, for day-to-day operations, is supervised by the Board as a representative of the BOCG, while preserving the Canyon County Clerk's non-delegable statutory responsibilities (see designation letter attached as Exhibit A); and

WHEREAS, the Canyon County Clerk supports the transfer of oversight and administrative supervision of the BOCG to the Board and will designate, and confirm in writing, an employee to perform BOCG related intake and investigative functions in coordination with the Board.

NOW, THEREFORE, THE BOARD HEREBY RESOLVES, CONCLUDES, AND DIRECTS as follows:

Transfer of Oversight and Administrative Supervision. Oversight and administrative supervision of the BOCG is hereby transferred from the Canyon County Clerk to the Board.

Ongoing Administration by the Board. The Board, or its designee, shall hereafter provide administrative support, supervision, and policy direction for the BOCG, including but not limited to personnel direction, budget administration consistent with Idaho law, and coordination of county resources to support the BOCGs' mission.

Indigent-Assistance Intake and Investigative Functions. In order to ensure uninterrupted performance of the indigent-assistance intake and investigative functions referenced in Idaho Code §§ 31-3404 and 31-3406, the Canyon County Clerk hereby designates an employee to perform such functions, which employee shall, for purposes of day-to-day operations, be supervised by the Board or a department under the Board. The Canyon County Clerk shall make and confirm this designation in writing, and may update or revise the designation in writing as needed. Nothing herein prevents appropriate coordination between the Clerk and the Board of County Commissioners regarding the performance of such functions.

Preservation of Statutory Duties. Nothing in this Resolution is intended, nor shall it be construed, to alter, limit, waive, or transfer any statutory duties or authorities of the Canyon County Clerk or the Board except as permitted by law. The Canyon County Clerk retains any and all non-delegable statutory responsibilities, including those arising under Idaho Code §§ 31-3404 and 31-3406.

Severability. If any provision of this Resolution is found by a court of competent jurisdiction to be invalid or unenforceable, such finding shall not affect the remaining provisions, which shall remain in full force and effect.

IT IS FURTHER RESOLVED BY THE BOARD, that this Resolution be effective this 10th day of November, 2026.

CANYON COUNTY BOARD OF COMMISSIONERS

__Y__ Motion Carried Unanimously
_____ Motion Carried/Split Vote Below
_____ Motion Defeated/Split Vote Below

	Yes	No	Did Not Vote
Commissioner Leslie Van Beek	X		
Not available for signature Commissioner Brad Holton			
Commissioner Zach Brooks	X		

ATTEST: JESS URRESTI, CLERK

By: D. Hoff
Deputy Clerk

Jess Urresti

Canyon County Clerk of the District Court
Ex-Officio Auditor and Recorder

"Serving all of Canyon County in an efficient, accurate and friendly manner"

November 4, 2026

RE: Designation of Employee to Perform Nonmedical Indigent Assistance Intake and Investigation Functions

Pursuant to Idaho Code §§ 31-3403, 31-3404, and 31-3406, I hereby designate Yvonne Baker, in her capacity as County Assistance Director, as my designee to perform the application intake, applicant interview, information-gathering, and investigative functions assigned to the Clerk of the Board of County Commissioners under Idaho Code §§ 31-3404 and 31-3406, relating to nonmedical indigent assistance.

This designation includes the authority and responsibility to perform the following duties:

Application Intake & Interviews: Receive requests for nonmedical indigent assistance and provide applications to individuals requesting assistance; schedule and conduct applicant interviews within the time requirements established by Idaho Code § 31-3404, including gathering information and documentation concerning resources, indigency, and residency.

Investigation & Findings: Conduct or coordinate investigations into the circumstances and eligibility of applicants, including obtaining and reviewing supporting documentation, as required by Idaho Code § 31-3406. Prepare written investigative findings and recommendations and submit the completed application and investigative materials to the Canyon County Board of County Commissioners for its consideration and determination.

Records Management: Maintain appropriate application files, supporting documentation, investigative materials, and related records in accordance with applicable county policies, confidentiality requirements, and Idaho Code § 31-3418.

Supervision and Administrative Oversight

In performing these assigned functions, Yvonne Baker shall operate under the administrative supervision and direction of the Canyon County Board of Commissioners, who shall provide oversight of the employee's assigned indigent assistance duties, subject to applicable county policies, procedures, and directives of the Canyon County Board of County Commissioners.

This designation is intended to facilitate the orderly administration of the County's nonmedical indigent assistance program and to ensure timely processing and investigation of applications.

Jess Urresti

Canyon County Clerk of the District Court
Ex-Officio Auditor and Recorder

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This designation shall remain effective until modified or revoked in writing by the County Clerk.

Please consider this letter the formal written designation of Yvonne Baker as the Clerk's designee for the purposes described herein.

Sincerely,

Jess Urresti
Canyon County Clerk