

**Minutes of Meeting
Elected Officials
October 24, 2012
9:00 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Clerk Cliff Hayes, Assessor Mike McDowell, Prosecutor Barry McHugh, Treasurer Tom Malzahn, Major Ben Wolfinger, Chief Deputy Assessor Richard Houser, Chief Deputy Clerk Pat Raffee, Chief Deputy Treasurer Laurie Thomas, Finance Director David McDowell and Deputy Clerk Pamela Bogaert. Commissioner Nelson was excused.

A. Call to Order: Chairman Tondee called the meeting to order at 9:00 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: There were no changes made to the agenda.

D. Old Business: There was no old business discussed.

E. New Business:

Finance Director David McDowell reported that utilization of the recently approved Purchase Card (P-Card) has been set for the beginning of January, 2013, after the Contract has been approved by the Board. The Auditor's department is promoting the use of the new P-Card and asked the group for their assistance in implementing policies for its use. Mr. McDowell also asked that the Elected Officials assign one person in each of their departments as a single point of contact to work directly with the Auditor's department and that training would be provided for that staff member. Mr. McDowell further explained that the P-Card would work like any other credit card, with any vendor, and pointed out that certain activities could be precluded. Each Elected Official will have greater flexibility to assign cards and will only be limited by their budget. Mr. McDowell will be available to work with each of them to set specific limits, if desired. The goal is to replace all of the existing credit cards and then the Elected Officials would be free to expand their number of P-Cards to meet their department's needs. Commissioner Green advised Mr. McDowell that he is in the process of updating the Credit Card Policy for the Personnel Policy Manual and he will forward his update to Mr. McDowell for his review prior to implementation. Clerk Hayes advised the group that initially the P-Card would be used mainly for travel purposes with other uses being added slowly to maintain control of expenditures. Chairman Tondee noted that each department will be required to maintain their oversight of all purchases.

Chief Deputy Clerk Pat Raffee advised the attendees that the Elections Department is still in need of volunteers to work the November 6, 2012 General Election, particularly the all night shift, and asked the group to advise her if any of their staff would be willing to work. Further, Ms. Raffee asked the Board to have their staff cover any additional meetings that may be scheduled for November 6 or 7, 2012. Ms. Raffee also informed the group that she has Absentee Ballot Request forms in her office, that the Elections Department will be open on Saturday, October 27, 2012 from 9:00 a.m. to 3:00 p.m. and that the deadline to request Absentee Ballots is October 31, 2012.

F. Staff Reports: There were no staff reports.

G. Public Comment: This section is reserved for citizens wishing to address the Board regarding a County related issue. There was no public comment.

The meeting was adjourned at 9:25 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Pamela B. Bogaert, Deputy Clerk