

**Minutes of Meeting
Commissioners' Debriefing
October 26, 2012
1:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee, Commissioner Dan Green and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Civil Deputy Prosecuting Attorney John Cafferty, Civil Deputy Prosecuting Attorney Pat Braden, Administrative Support Manager Sandy Maitland and Deputy Clerk Pamela Bogaert.

- A. Call to Order:** Chairman Tondee called the meeting to order at 1:06 p.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:**
Civil Deputy Prosecuting Attorney John Cafferty advised the Board that the Shearer litigation has not yet settled as it relates to the County.

The group discussed the procedures for answering Public Records Requests. Mr. Cafferty informed the Board that the County may not require that a Public Records Request be on a specific form; however, the Board may require contact information such as name, address and telephone number. For customer service purposes, a request for another department should be directed to that department's Elected Official.

Mr. Braden advised the Board that he hoped to have a draft of the Resolution which would allow the Clerk to approve alcohol licenses by the next Commissioners' Debriefing scheduled for Wednesday, October 31, 2012.

A kennel owner recently advised that he is self administering anti-rabies vaccines. Mr. Braden's preliminary research indicated that in order to meet statutory requirements, anti-rabies vaccines must be administered by a licensed Veterinarian and he agreed to conduct further research into the subject.

Commissioner Green asked that the Board review his draft of amendments to the Employee Policy Manual before they are distributed to the Elected Officials. Commissioner Green further tasked Human Resources with producing year-end compensation reports to be provided to all County employees.

Commissioner Green advised the Board that he would be providing each of them with a draft of the Shared Employee Agreement between the Office of Emergency Management and the Sheriff's Department that has been written by Civil Deputy Prosecuting Attorney Darrin Murphey.

The Board discussed preparations for the November 29, 2012 Legislative Luncheon and Commissioner Nelson presented several draft versions of the invitation to be mailed. It was agreed that this year, again, a booklet of the agenda items would be produced for distribution at the luncheon.

The Board held a brief discussion regarding the tax deed sale process and the distribution of proceeds, if any.

The Board agreed that the Facilities Master Plan will be officially adopted at an upcoming Business Meeting. Chairman Tondee advised that Scott Fischer, of Architects West, Inc., has indicated that, after seeing the results of the initial parking lot borings, there will be significantly more extensive work to be done than was originally anticipated. He advised Chairman Tondee that the cost of the additional work could be well over \$200,000 and will present options for the Board's review.

Commissioner Nelson wondered how to make the Airport self sustaining and advised that after speaking with Airport Director Greg Delavan she felt that the Airport's plan should be memorialized by either Strategic Plan or White Paper.

Commissioner Nelson felt that the Annual Audit should be directed by the Board, rather than the Auditor's office. Chairman Tondee and Commissioner Green felt that the Board oversees the audit by virtue of overseeing the Auditor's office and deferred to the Finance Director's expertise. Commissioner Nelson asked to see a copy of the scope of services and the Board agreed to review the independent auditor's contract to be assured that it meets statutory requirements.

The Board agreed to continue receiving the *Spokesman Review* and the *Coeur d'Alene Press* as well as follow up with Administrative Secretary Teri Johnston regarding providing copies of Advisory Board bylaws to new appointees.

Chairman Tondee recently met with Public Defender John Adams, Judge Lansing Haines and Judge John P. Luster regarding the Attorney Pay Bands subject. The Chairman reported that he has tasked Prosecutor Barry McHugh and Mr. Adams with advising the Board as to how many attorneys are needed in each range and what the fiscal impact will be on the various budgets.

Chairman Tondee informed the Board that he will be presenting a speech at the Idaho Association of Counties (IAC) ICE Training North Conference to be held in Moscow, Idaho on November 15 and 16, 2012.

The Board agreed to authorize an early start date for the Information Systems position that was previously approved for January, 2013 and that the budgetary impact of approximately \$3,500 will be taken out of the Merit/Bonus Pool funds.

The Board briefly discussed the procedures for the mailing of Notices for the Unified Land Use Code (ULUC) Hearing.

Commissioner Green informed the Board that the Veteran's Council has elected to close the account that is jointly held with the County and open a new account to be administered by Veterans Services Officer Scott Thorsness.

Chairman Tondee advised the Board that a complaint was received regarding handicap access to one of the Precinct Polling Places and asked Grant Writer Jody Bieze to visit the site to assess the problem and advise the Board of possible solutions.

The Board discussed the Investment Policy and agreed to discuss investment strategies with Chief Deputy Treasurer Laurie Thomas.

Commissioner Green reported that Idaho Counties Risk Management Program (ICRMP) has volunteered to pay for an objective analysis of self-funding the County's Worker's Compensation insurance.

Chairman Tondee advised the Board that Information Systems has located a vendor to maintain all of the County's laser jet printers; including ink, supplies and repairs for an annual fee of approximately \$2,500. Current costs are approximately \$5,600 per year.

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 3:46 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Pamela B. Bogaert, Deputy Clerk