

**Minutes of Meeting
Commissioners' Debriefing
December 12, 2012
11:30 a.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 and Deputy Clerk Pamela Bogaert.

A. Call to Order: Chairman Tondee called the meeting to order at 11:40 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:

Civil Deputy Prosecuting Attorney John Cafferty reminded the Board of the circumstances of the K&L Gates tort claim and updated the Board on the relief requested. Further, Mr. Cafferty advised the Board that there is 90 days from December 6, 2012 to respond to the claim. If the Board chooses not to respond the Plaintiff will be free to file a lawsuit.

Mr. Cafferty advised the Board that Coeur d'Alene Paving filed an Administrative Appeal and an Amended Petition for Judicial Review today.

The Board agreed to allow the Idaho Association of Counties (IAC) to vote for the Board in the TracFone litigation.

Commissioner Green moved to authorize the signing of a Resolution that designates IAC to represent the Board in the potential litigation regarding TracFone fees. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Commissioner Green informed the Board that Chief Deputy Clerk Pat Raffee advised that the training line item had been eliminated from the Clerk's budget with the thought that tuition would be reimbursed through the Human Resources Tuition Reimbursement Program. However, Ms. Raffee recently noticed that only \$4,500 was budgeted for that program and advised Commissioner Green that the new Court Services Manager will be required to attend an extensive training class costing \$1,500. Commissioner Nelson was of the opinion that the fund was at least \$10,000. The Board agreed to allow the Clerk to access the Human Resources Tuition Reimbursement Program for the new Court Services Manager's training costs.

Commissioner Green informed the Board that, as of December 5, 2012, fifty-seven (57) employees and spouses and ninety-six (96) employees only had qualified for the Healthy Measures program. These figures did not include the employee applications that are still in process. The Board agreed that an announcement in the next newsletter would advise employees that those who are not participating in the program will be paying a larger premium in 2014.

Office of Emergency Management (OEM) Manager Sandy VonBehren recently advised Chairman Tondee, by email, that there are forty (40) Government Emergency Telecommunications Services (GETS) cards that allow priority telephone access for government officials in the event of an emergency. Commissioner Green agreed to work with Ms. VonBehren on creating a list of cardholders as well as possible training on the use of the card.

Commissioner Green asked that the Board approve an increase in hours for OEM Clerk Bonnie Kesson. Commissioner Green explained that Ms. VonBehren has restructured the OEM staff and advised that, even with the increase in hours, the net effect to OEM's budget will be a savings of \$525. The Board approved the increase of Ms. Kesson's hours to 30 per week.

Commissioner Green advised the Board that he has instructed Human Resources Specialist Christina Anderson to draft a compensation time policy that will limit compensation time usage to the same pay period. Chairman Tondee expressed the need to stress the policy of limiting the total compensation time accrual to 40 hours in order to keep large accruals to a minimum. Commissioner Green further advised that Ms. Anderson is in the process of drafting two harassment policies; the General Harassment Policy and the Unlawful Harassment Policy which will have separate and distinct procedures to follow. Ms. Anderson has received one Salary Survey proposal and is waiting for several more.

Commissioner Nelson presented the Board with a draft of the application for continuation of tax exempt status and asked that they look it over and make suggestions as to content.

The Board discussed the recently received Position Review Committee (PRC) findings and agreed to review the findings prior to the Elected Officials meeting. Commissioner Nelson would like to have the findings presented by the PRC.

Commissioner Nelson advised that Interior Solutions will be offering an estimate and proposal early next week for the reconfiguration of the BOCC Office space. The Board looked at the floor plan and sketch and discussed several options for the remodel.

Commissioner Green advised the Board that Administrative Secretary Teri Johnston is working on a compilation of Advisory Board members and seats that may be vacant in the near future.

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 1:15 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Pamela B. Bogaert, Deputy Clerk