

**Minutes of Meeting
Elected Officials
December 19, 2012
10:00 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 Clerk Cliff Hayes, Assessor Mike McDowell, Prosecutor Barry McHugh, Treasurer Tom Malzahn, Major Ben Wolfinger, Chief Deputy Clerk Pat Raffee, Chief Deputy Assessor Richard Houser, Chief Deputy Treasurer Laurie Thomas, Finance Director David McDowell, Staff Accountant Keith Taylor, Staff Accountant Kim Stevenson, Human Resources Specialist Christina Anderson and Deputy Clerk Pamela Bogaert.

A. Call to Order: Chairman Tondee called the meeting to order at 10:02 a.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: Chairman Tondee requested that a discussion regarding the new contracts database be added to the agenda.

Commissioner Nelson moved to add a discussion regarding the new contracts database to the agenda.

Commissioner Green seconded the motion. There being no discussion, Deputy Clerk Bogaert called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

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

E. New Business:

Chairman Tondee informed the group of a new contract, recently executed, with Associated Business to provide service and maintenance for all of the County's laser jet printers. Chairman Tondee explained that Associated Business will provide toner, cartridges and repair kits and each department will be billed on a per page basis. Chairman Tondee advised that the single contract for all laser jet printers is expected to save the County approximately \$25,000 per year. Further, the next step in the process will be to implement software that would calculate the cost of printing at each printer set up so that the user can make a choice as to per page costs. Chairman Tondee asked that any questions regarding the new contract be directed to Information Systems Director James Martin or PC/Network Specialist Matt Snow.

Human Resources Specialist Christina Anderson informed the attendees that three (3) salary survey proposals have been received: BDPA, Inc. at a cost of \$22,540, the Hay Group at \$55,000 and Jacobson Best at \$10,000 plus \$125 per hour. Mercer Health Benefits has given a preliminary verbal quote of \$100,000. Commissioner Green asked that a spreadsheet analysis of the proposals be prepared for the Board's review. Chairman Tondee committed to scheduling a separate meeting to be held on the issue, however, the date was undecided.

Prosecutor Barry McHugh reported that budgetary issues are the responsibility of the Board and the Elected Officials must follow the guidelines implemented by the Board. Further, it was Mr. McHugh's opinion that approval of the Personnel Policy Manual by the Elected Officials is not required; however, the Elected Officials' input would be welcome. Assessor McDowell noted that not all of the policies are

budget related and that the Elected Officials have a certain amount of discretion regarding policy. Commissioner Green stated that the Board asked for the Elected Official's input and received comments from the Sheriff's department only.

Commissioner Green presented a proposed draft revision of the harassment policies for the Personnel Policy Manual and asked that the Elected Officials review it for comment. Commissioner Green also presented a draft revision of the compensatory time off policy for the group's review. After much discussion, the group agreed that compensatory time off must be used within 90 days of accrual and that the wording regarding compensatory time off would read: "should be used within the same pay period".

Finance Director David McDowell presented an update on the implementation of the new Purchase Cards (P-Card). Mr. McDowell asked that the group review the list of departments and individuals and explained that the new card would allow for separate processing for each department. Mr. McDowell explained that this would be an opportunity to expand the number of cards for each department and that the new cards will allow for better tracking abilities and custom limits based on the need of the department. Each department will process their own coding through Access Online and Mr. McDowell promised extensive training for staff. The P-Cards are expected to be available in mid-January, 2013 and the old cards must be turned in when the new cards are received.

The Board announced that they have received the Position Review Committee's recommendations and have yet to decide whether or not the recommendations will be adopted. Assessor McDowell asked the Board for an opinion of the timetable for a decision and Prosecutor McHugh asked that the Elected Officials be notified, in advance, of any meetings that may be held to discuss the issue. Chairman Tondee agreed that a memo with the Board's decision would be sent to all of the Elected Official's prior to any rating and/or wage changes being made through the Human Resources department.

Assessor McDowell requested that items #3 (Salary Survey Responses/Potential Companies) and #4 (Status of Position Review Committee Recommendations) remain on the Elected Officials Meeting Agenda until the issues are resolved.

Chairman Tondee informed the group that a contract database has been set up through the Clerk's office and advised that emails will be sent, on a monthly basis, to each Elected Official or Department Head regarding upcoming expiration of contracts. Clerk Hayes informed the group that some of the departments are currently unable to access the drive where the contracts are held and that he is working with Information Systems to rectify the matter. Also, Clerk Hayes will be maintaining a separate list of expired contracts.

- 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 11:17 a.m.

Respectfully submitted,
CLIFFORD T. HAYES, CLERK

BY: _____
Pamela B. Bogaert, Deputy Clerk