

**Minutes of Meeting
Commissioners' Debriefing
January 2, 2013
2:00 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 Chief Deputy Clerk Pat Raffee, Chief Deputy Treasurer Laurie Thomas, Chief Deputy Assessor Richard Houser and Deputy Clerk Pamela Bogaert.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:05 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:**
Commissioner Nelson informed the Board that Clerk Cliff Hayes suggested that the Board mandate a process for travel requests for all Department Heads and Commissioner Nelson asked Chief Deputy Clerk Pat Raffee to supply the Board with a copy of the travel guidelines.

The Board agreed that Commissioner Nelson would act as Master of Ceremonies for the Swearing-In Ceremony to be held on January 14, 2013 and revised a memo to be delivered to the Judges, Elected Officials and Department Heads inviting them to the ceremony. It was agreed that refreshments would be served.

Commissioner Nelson suggested that the Elected Officials and Department Heads meetings be moved to January 30, 2013 due to the fact that Chairman Tondee and Commissioner Green will be out of town during the week of January 21, 2013.

The Board looked at proposed floor plans and discussed optional arrangements for the BOCC remodel. Commissioner Green noted that he would like to find a space for Grant Writers Jody Bieze and Christine Fueston to share, however, nothing is available at this time. Commissioner Nelson agreed to discuss the proposed changes with the Contractor as well as contact Small's Construction for a rough estimate and timeline for the project.

Commissioner Green advised the Board that although the cutoff for completion of the Health Qualifications Forms was December 15, 2012, there are still employees who are in the process but have not yet completed the forms. The Board agreed that, since the goal of the Healthy Measures Program is to get staff to see their doctor, they would be willing to extend the deadline for those who need it on a case by case basis.

The Board reviewed the spreadsheet of the three (3) salary survey proposals that was prepared by HR Specialist Christina Anderson and agreed to schedule a separate meeting with all of the Elected Officials to discuss the options.

Commissioner Green advised the Board that the cost of the Risk Management Luncheon, normally held at the Lake City Center, has increased to \$10 per person. It was Commissioner Green's suggestion that the luncheon be held at the County offices on a quarterly basis and be catered.

The Board discussed the applications received for various Board seats and wondered if interviews should be held for each of the vacancies. Commissioner Green advised the Board that he would circulate the applications to the Board Members for their review.

Chairman Tondee advised the Board that the bid for the repaving project for the Sheriff's Department has gone significantly over the original amount as the work required is more in-depth than originally anticipated. The Board discussed options to piecemeal the project rather than try to accomplish it all at one time. However, it was agreed that the seal coating must be done to avoid further damage.

HR Specialist Christina Anderson arrived at the meeting at 3:00 p.m. to discuss the Board's requirements for a new Administrative Assistant. Ms. Anderson agreed to redraft the job description with the changes recommended by the Board.

Chairman Tondee informed the Board that Coeur d'Alene Tribe Legislative Director Helo Hancock has requested that the Board cancel all previous years' taxes. Commissioner Nelson advised that Mr. Hancock will be submitting the request, in writing, to include all pertinent information as well as a copy of the prior Memorandum of Understanding (MOU). Further, Commissioner Nelson asked that the request be sent to the legal department for review.

Commissioner Nelson informed the Board that Clerk Cliff Hayes would like to have the US Bank contract put out for bid and that the current contract will require 90 days notice to cancel. Commissioner Green informed the Board that Clerk Hayes would like to have online viewing access to the account; however, Treasurer Tom Malzahn is not in favor of granting Clerk Hayes' request. Chairman Tondee read from legal's opinion: "Whether or not the Auditor is properly authorized to obtain online banking information of the Treasurer is a debatable issue. To the extent that a Court determines the debate in favor of the Treasurer and individual Board Members are found to have facilitated improper disclosure of information they would risk forfeiting their office and be charged with a felony." The Board made the decision to discuss the legal opinion with Civil Deputy Prosecuting Attorney John Cafferty. Chief Deputy Clerk Pat Raffee advised the Board that the Auditor's request for viewing access was more for timing, rather than for additional information. Further, Ms. Raffee explained that the Treasurer's information is not released until 30 to 45 days after month end. Commissioner Green recommended that a letter be sent to US Bank informing the Bank that the Board is reviewing their options and are considering amending the contract.

The Board also discussed the fact that the Treasurer's Department maintains the County's check register in Excel, rather than LOGOS, which makes for a difficult audit trail. Chief Deputy Treasurer Laurie Thomas asked the Board if the check reconciliation feature of the LOGOS system is in working order and Ms. Raffee agreed to verify the LOGOS capabilities.

Chairman Tondee presented the recommended Attorney Pay Bands and informed the Board that an agreement is close. Further, most of the attorneys are currently within the ranges and recommended that more information regarding the impact of implementing the Pay Bands is needed before being adopted by the Board.

The Board adjourned for a short break at 3:51 p.m. and reconvened at 3:59 p.m. During the break, Ms. Raffee returned to advise the Board that the check register capabilities of the LOGOS system was, indeed, in working order.

Commissioner Green asked that the Board give the Policy Manual update one last review so that it may be adopted at a Business Meeting by the end of the month.

The Board discussed the possibility of having a review of the current Worker's Compensation Insurance Policy performed by the Idaho Counties Risk Management Program (ICRMP).

Commissioner Green presented several previous Resolutions regarding the Treasurer's authority to make investments. Commissioner Nelson wondered if it would be wise to have the legal department review the investment policy to determine whether or not the Board has the authority to direct the Treasurer regarding investments. Commissioner Green felt that it would not be difficult to increase investment income by at least 2%.

Chairman Tondee advised the Board that Benewah County has agreed to be billed for the Advanced Life Support (ALS) transports and an MOU will be created.

Commissioner Nelson advised that Parks and Waterways Director Nick Snyder has interested parties regarding the purchase of the Chilco property. Also, Mr. Cafferty is in the process of drafting a year-end spending policy.

Commissioner Nelson also advised the Board that North Idaho Fair General Manager Dan Dugan will be presenting the Board with a plan to bring the Fairgrounds into compliance with the Americans with Disabilities Act (ADA).

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 4:31 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Pamela B. Bogaert, Deputy Clerk