

**Minutes of Meeting
Strategic Planning
January 4, 2013
9:30 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 Chief Deputy Clerk Pat Raffee, Finance Director David McDowell and Deputy Clerk Pamela Bogaert.

- A. Call to Order:** Chairman Tondee called the meeting to order at 9:32 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** Commissioner Green asked to have a discussion regarding the Position Review Committee's (PRC) recommendations added to the agenda.

Commissioner Green moved to add a discussion regarding the Position Review Committee's recommendations to the agenda. Commissioner Nelson 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:**

Commissioner Nelson presented an updated Strategic Plan spreadsheet and advised the Board that the only missing item was Airport Director Greg Delavan's five year plan to implement the Airport's Facilities Master Plan to become self sufficient.

Chairman Tondee informed the Board that progress regarding Impact Fees was moving along and noted that if the Board agrees to refund any impact fees a 90 day notice will be required.

Commissioner Green reported on his recent meeting with the Recorder's office regarding Paid Time Off (PTO) and informed the Board that several issues were brought up by Recorder's staff that had not been brought to his attention previously. Further, Commissioner Green felt that he would have a proposed plan to present to the Board by February and, with the Board's approval, present to the employees by March. It was his opinion that the biggest hurdle would be short term disability coverage for employees.

Chairman Tondee presented a spreadsheet provided by the PRC and was concerned with the process of the point values assigned. Chairman Tondee agreed to supply Chief Deputy Clerk Pat Raffee with a copy of the PRC's spreadsheet. The Board agreed to set a meeting with the PRC for a discussion of their findings.

Commissioner Nelson presented an outline of the 5-year timeline of events required to develop funding options for the Facilities Master Plan. The Board briefly discussed the requirements for a Bond Election and agreed that November, 2014 would be the earliest the subject could be put to a vote.

Commissioner Nelson advised the Board that Parks & Waterways Director Nick Snyder has agreed to prepare an analysis of County owned properties and make recommendations for either sale or retention.

The Board discussed the reorganization of their departments and the possibility of hiring a Divisional Manager that could be a layer between the Board and the Department Heads to help reduce the Board's time spent on administrative matters. Further, the Board discussed the best options for combining departments based on customers served; i.e. internal operations, community services and justice services. The Board agreed to broach the subject at the next Department Heads meeting for input.

Commissioner Green informed the Board that he is looking into the possibility of moving the Grant Writers to offices at the Elections Department as there is no space currently available in the administration building.

The Board agreed that Strategic Planning meetings will be scheduled on a quarterly basis in the 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 11:03.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Pamela B. Bogaert, Deputy Clerk