

**Minutes of Meeting
Commissioners' Debriefing
January 7, 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 Civil Deputy Prosecuting Attorney Pat Braden, Treasurer Tom Malzahn, Chief Deputy Assessor Richard Houser and Deputy Clerk Pamela Bogaert.

A. Call to Order: Chairman Tondee called the meeting to order at 2:40 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 Pat Braden asked for direction from the Board regarding the rates charged by Kootenai Medical Center (KMC) for police holds. Commissioner Nelson informed Mr. Braden that KMC has agreed to bring a new, reasonable rate schedule forward in the very near future.

Mr. Braden also asked the Board for their direction regarding plat vacation for the Chilco property and advised that he would need at least a 30 day window for the process. Commissioner Nelson advised that she would like to wait and see Parks & Waterways Director Nick Snyder's analysis of all County owned properties before making a decision.

Commissioner Nelson advised the Board that it would be wise to mandate a clear policy for travel procedures and have Department Heads submit all travel requests to the Board for final approval.

Commissioner Nelson presented several ideas for signage for the Parks & Waterways building; however, none of the sketches were approved. Further, Commissioner Green suggested any revisions be presented to Del Kerr for approval before placement.

Commissioner Nelson presented three emails to the Board, noted the varying formats and advised the Board that she would like to implement standards for correspondence.

The Board held a brief discussion regarding the options for the use of the Sheriff's department's forfeiture funds. Chairman Tondee would like to implement a mechanism restricting the Sheriff's use of the funds unless Board approval is received and Commissioner Nelson reported that Clerk Hayes will run the funds through the Budget Process.

Commissioner Green noted that a meeting with the Position Review Committee (PRC) has been scheduled for Wednesday, January 9, 2013 at 3:30 p.m. Chairman Tondee agreed to outline the questions to be asked of the PRC and forward them on to the Board.

Grant Writer Jody Bieze arrived at the meeting to educate the Board as to the Limited English Proficiency (LEP) Survey that is required as part of FTA funding and explained various options available to the Board. Chairman Tondee agreed to add a discussion regarding the LEP requirements to the next Department Heads' scheduled meeting.

The Board reviewed the applications and vacancies of the various Advisory Boards and discussed their recommendations. Also, the possibility of interviewing several of the Fair Board applicants was discussed. Final approval will be presented at an upcoming Business Meeting. No specific date was scheduled.

Commissioner Tondee agreed to create an internal advertisement for the current open position in the Board's administrative department.

- 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 4:08 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Pamela B. Bogaert, Deputy Clerk