

**Minutes of Meeting
Department Heads
January 30, 2013
4:00 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 Grant Writer Jody Bieze, Community Development Manager Scott Clark, Adult Misdemeanor Probation Director Kevin Creighton, Airport Director Greg Delavan, Juvenile Detention Center Operations Manager Linda Hoss, Risk Management Technician Julie Kamps, Information Systems Director James Martin, Juvenile Probation Director Debbie Nadeau, Reprographics Supervisor Dave Reid, Buildings & Grounds Operations Manager Shawn Riley, Solid Waste Director Roger Saterfiel, Human Resources Director Angie Shanklin, Parks and Waterways Director Nick Snyder, Juvenile Detention Director J.T. Taylor, Veterans Services Officer Scott Thorsness, Emergency Management Manager Sandy VonBehren, Administrative Supervisor II Jamie Woods, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 4:04 p.m.

B. Introductions: There were no introductions made.

C. Changes to the Agenda: Commissioner Nelson requested that four items be added to the agenda to address the Budget Process and Schedule, Position Review Committee (PRC), and Salary Survey Updates, and to advise the group regarding two interns who have interest in working with Kootenai County.

Commissioner Nelson moved to add four agenda items regarding possible North Idaho College Interns, Budget Process and Schedule Updates, PRC topics, and Salary Survey Updates. Commissioner Green seconded the motion. There being no discussion, Deputy Clerk Jones 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:

1. Reorganization of Board Departments

Commissioner Green and Commissioner Nelson informed the group that the intent of the Department Reorganization Project is to regroup BOCC departments with the intent of streamlining processes. Commissioner Green clarified that no department elimination or consolidation has been discussed in relation to this reorganization, although new supervisory positions might be created as the plan moves forward.

2. Limited English Proficiency Survey

Commissioner Green informed the group that Grant Writer Jody Bieze has been reviewing grant processes and procedures, and that the Board has come to realize that some assurances have not been fulfilled. One such federal (Department of Justice) requirement for Grant compliance is the completion of a Limited English Proficiency Survey. Commissioner Green stated that each Elected Official and Department Head will be responsible for polling their employees and completing the survey on behalf of their staff. Questions and completed forms should be directed to Ms. Bieze, with a completion deadline of two weeks for all departments.

3. Asset Forms/Risk Management

Risk Management Technician Julie Kamps reminded the group that asset forms are due immediately upon procurement of new assets. Time is of the essence, as the process prior to submission to our insurance company has many steps and includes compliance deadlines. Ms. Kamps stated that asset forms must be submitted to her or Staff Accountant Randi Bain, in addition to forms submitted to Laurie Shaw. Commissioner Green reminded staff to complete forms as needed to remove salvage items from our asset lists, as well.

4. Salary Information Form

Commissioner Green explained the purpose and content of the Total Compensation Forms that are to be distributed within the next two weeks to all County employees. In response to a question from Airport Director Greg Delavan, Commissioner Green clarified that total compensation amounts are for general information only, and that PERSI benefits are based on salary amounts only.

5. Travel Policy

Commissioner Nelson explained that not all Department Heads have been in compliance with travel policy and procedures, including submission of forms provided on KC Place for this purpose. Commissioner Nelson detailed where forms and policies can be acquired, and how to determine where to submit forms or ask questions regarding these policies.

6. North Idaho College Interns

Commissioner Nelson stated that North Idaho College (NIC) Political Science Professor Richard Tanksley has two students that have requested possible internships at the County. While Commissioner Nelson has previously worked with Professor Tanksley in regard to NIC Interns, this process is now being transferred to Human Resources Director Angie Shanklin, who will work to create interest forms, and ensure that proper procedures and forms are used for all internships.

7. Budget Process

Chairman Tondee updated the group as to the direction of the Fiscal Year 2014 Budget Process, indicating that the Board decided against taking Foregone Taxes, but that a definitive decision has not been made in regard to the allowed 3% tax increase, although the Board intends to make conservative efforts to avoid that option. In addition, a Board decision has been made that New Growth will be taken. In regard to Fund Balance usage, Chairman Tondee and Commissioner Green explained the origin and usage policies of Fund Balance monies, which average approximately 2.2 million dollars each year and may be used to augment operations. Chairman Tondee indicated that the Board is withholding determination regarding wage or benefits increases until the salary survey has been completed and reviewed. The Board is working to ensure no change of coverage or out-of-pocket costs for those employees who take part in the Healthy Measures program, with monthly contribution increases for those who do not participate in the program. Finally, Chairman Tondee stated that the Budget Hearing has been scheduled for Wednesday, August 28, 2013, and that the Elected Officials will meet with the Auditor's Department every Monday, from March 25, 2013 through May 6, 2013 (except for Monday, April 15, 2013), to work through the budget process, with the final budget to be presented to the Board by the end of May. Commissioner Nelson told the group that a full budget schedule was sent to the group via email for their review. Chairman Tondee and Commissioner Green gave examples of ways to avoid overspending and review individual budgets to cut costs wherever possible.

8. Position Review Committee Update

Chairman Tondee stated that the Board has adopted the PRC recommendations on the appeals and reclassifications. Reclassifications are eligible for appeal for a period of twenty eight days (beginning on January 29, 2013).

9. Salary Survey

Commissioner Green explained that the Board and Elected Officials worked together to create representative sample of various County positions, which will be provided to a third-party company for a research project to determine if wages, benefits, and overall compensation at the County is competitive, and to gather recommendations for any areas that might be deficient.

- F. **Staff Reports:** Buildings and Grounds Operations Manager Shawn Riley reminded the group to speak to their individual departments about the importance of ensuring that all lights are turned off, especially on Friday evenings. Mr. Riley also informed the group that beet juice is now being used in place of sand in our parking lots, and encouraged everyone to contact Buildings and Grounds when items need to be moved, in the interest of avoiding preventable injuries.

- 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 4:59 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk