

**Minutes of Meeting
Commissioners' Debriefing
March 4, 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 was Deputy Clerk Nancy Jones.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:18 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 addressed Advisory Board appointments, noting that the current procedure creates an interval between the period when openings are vacated and reappointed. The Board agreed that moving the annual application process back would allow for an overlap for new appointees to work with and learn from those leaving the Advisory Board. Commissioner Green suggested beginning the application process on October 1 of each year, so that appointments can be completed by December. Commissioner Nelson will update the application form and draft enhancements to the information provided on the website.

Commissioner Nelson shared ideas from a meeting she recently had with Judge Lansing Haynes, with reference to educating the public prior to the upcoming bond proposal to finance Facilities Master Plan improvements. Judge Haynes would like to present a questionnaire to jurors, upon completion of their service, to help those individuals recognize improvement needs (especially concerning facilities and safety issues). Commissioner Nelson suggested placing the schematics for proposed facility improvements in the Justice Building, to provide general information regarding the conceptual Justice Facility expansion. The Board was receptive and encouraged Commissioner Nelson to move forward with both ideas.

Commissioner Nelson expressed concern that the hiring salary guidelines, as outlined in the policy manual, are not being consistently applied. Human Resources Specialist Christina Anderson, in response to questions from Commissioner Nelson, has redesigned the new hire forms to help clarify how the hiring wage was determined within the given pay range, and to reflect whether or not the intended wage is in line with budget constraints. The Board agreed that applicant qualifications should be documented when starting wages are higher than the range minimum, and they questioned whether or not Elected Officials can go outside parameters without Board approval, if the intended starting wage is within their budget. After significant discussion, the Board decided to raise this issue at the next Elected Officials and Department Head meetings, to encourage adherence to the written policy.

Commissioner Nelson discussed wellness topics to be covered in the next County newsletter, and raised the question of whether or not the Board would support subsidizing gym memberships to promote employee wellness. Commissioner Nelson has been in contact with several local facilities, and shared

that one company would be willing to offer County employees a discounted corporate rate. The Board was open to sharing this offer in the newsletter, but was not supportive of supplementing membership fees. The Board discussed alternative incentives to promote wellness, noting the importance of staying within legal guidelines for employee incentives and specific company endorsements.

The Board discussed existing procedures in regard to the tax deed process, noting that the division of labor between Commissioner and Treasurer staff has complicated, rather than improved, the entire process. Both departments have expressed concern and frustration with the current approach, so the entire process is being returned to the Treasurer's Office to reduce errors and confusion.

Commissioner Green informed the group that the new video surveillance system at the jail has not been turned on yet, due to ongoing electrical issues. Avista Utilities has recommended hiring a firm to perform an investigative analysis of the problem, but that process could be cost prohibitive. Major Neal Robertson is researching options, stating that between \$3,000 and \$4,000 has already been spent, trying to isolate the cause of the problem.

Commissioner Green asked for information about Paid Time Off (PTO) questions that were asked at the last Elected Officials meeting. Chairman Tondee shared that the Sheriff expressed a desire to have a representative on the Committee, and Commissioner Green stated that he would discuss this when he meets with the Sheriff's administrative staff at an upcoming PTO informational meeting.

Chairman Tondee explained that the Sheriff (on behalf of 9-1-1) has requested an adjustment to the dispatch matrix. Currently, employees who work as temporary Communications Training Officers (CTO trainers) are moved into a new position on the matrix, which is causing pay disparities. Although all CTO Trainers use the same materials and have the same responsibilities, they do not currently receive the same pay increase, as the three-percent (3%) matrix increase is based on their wage, which obviously varies between employees. For this reason, they are requesting that CTO trainers instead receive a fixed stipend to provide uniform pay increases. The Board noted that removal of the CTO position from the matrix creates a single six-percent (6%) increase at that matrix point, instead of the standard three-percent (3%) increase between positions, but determined that this is acceptable. It was decided that the reason for the disparate line item pay increase (the removal of a position) should be noted for future reference. Chairman Tondee agreed to follow up with the Sheriff and allow the matrix adjustment.

The Board discussed the status of the US Bank Contract, and decided to move forward with renewal at this time. Chairman Tondee will contact Gail and authorize renewal through December 31, 2013.

- 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 3:44 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk