

**Minutes of Meeting**  
**Purchase Card Policy Draft Discussion**  
**March 4, 2013**  
**11:00 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, Staff Accountant Kim Stevenson, Senior Accountant Keith Taylor and Deputy Clerk Pamela Bogaert.

- A. Call to Order:** Chairman Tondee called the meeting to order at 11:00 a.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:**

Staff Accountant Kim Stevenson outlined the two-part P-Card Policies and Procedures draft and explained the general duties of each responsible person and cardholder. Chief Deputy Clerk Pat Raffee advised the Board that the number of cardholders will increase to 142, from the current 77, and the Auditor's Department will target a five (5) day turnaround after the close of the billing cycle to realize the greatest rewards. Senior Accountant Keith Taylor noted that there will be mandatory training sessions for all cardholders and responsible staff and Finance Director Dave McDowell explained that pertinent data from Access Online will be downloaded directly into Logos. The Board expressed concerns regarding each cardholder's responsibility to personally verify charges and it was agreed that this task could be delegated. Mr. McDowell informed the Board that preliminary limits have been set on all of the cards, however, it will ultimately fall to the Elected Official to determine the final limitations of each card. Commissioner Nelson suggested that the policy draft be reformatted to comply with the current Personnel Policy Manual format and the Board instructed the Auditor's Department to submit the draft, after making the requested edits, to the Legal Department for review.
- 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 11:35 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Pamela B. Bogaert, Deputy Clerk