

**Minutes of Meeting
Commissioners' Debriefing
March 18, 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 FTA Grant Administrator Christine Fueston and Deputy Clerk Pamela Bogaert.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:05 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.

FTA Grant Administrator Christine Fueston advised the Board that the Coeur d'Alene Downtown Association has requested that Citylink provide shuttle services during the construction of McEuen Field. The requested shuttle service would run seven (7) days per week, from 9:30 a.m. through 6:30 p.m.; Memorial Day to Labor Day. The Downtown Association would cover the approximately \$40,000 cost of this service. Ms. Fueston explained that a vehicle and driver are available.

Ms. Fueston and the Board discussed options regarding the Citylink Paratransit No Show/Late Cancel Policy and agreed that the option that stated: *missing more than three (3) trips within any rolling six (6) month period will cause suspension of two (2) weeks of service* would be adopted.

Chairman Tondee noted that \$1.5 million has been designated for site acquisition and construction of a new transit center and the Board discussed several properties under consideration.

The Board reviewed the proposed Attorney Pay Bands and had several questions to be clarified by Judge Lansing Haynes. Further, Chairman Tondee will present the proposed pay bands to Prosecutor Barry McHugh and Public Defender John Adams. The Board also agreed that the new pay bands should be made as a budgetary request and would not be implemented mid-year.

The Board discussed the possibility of adding Sheriff Deputies to the campus for added security and wondered how long the hiring process would be. The Board also felt that the issue, which impacts citizens as well as staff, was urgent enough to begin implementation mid-year, rather than waiting for the next budget cycle.

Commissioner Green reported that the recent Paid Time Off (PTO) meeting with the Sheriff's Department went well and that the next step in the process will be to receive clarification from Civil Deputy Prosecuting Attorney Darrin Murphey as to whether or not the proposed PTO policy is operating within the law. Chairman Tondee still fears that the accrued unpaid leave liability will remain and Commissioner Nelson wondered if Finance Director David McDowell could compile figures regarding the current liabilities and accruals.

Risk Management Technician Julie Kamps joined the meeting at 3:54 p.m.

Ms. Kamps came to inform the Board that the cost of CPR certification through the Red Cross has increased to \$22 or \$23 per card and reported that several departments currently have staff qualified to train. Commissioner Green requested a list of staff that is required to be certified and felt that others who would like to be certified should complete the process on their own. After a brief discussion, the group agreed that Ms. Kamps' program would be halted and staff may seek certification through the trainers in the Sheriff's Department, Juvenile Detention Department or other avenues throughout the community.

E. New Business:

Commissioner Nelson reported that the Emergency Medical Services Memorandum of Understanding between Kootenai County and Benewah County has been submitted to Civil Deputy Prosecuting Attorney Pat Braden for review.

The Board agreed to comply with the fee waiver request for Assessor's documents that was recently submitted by the State of Idaho Attorney General's office. It was unknown what specific documents were being requested.

Chairman Tondee updated the Board regarding the issue of moving computers in the training lab to accommodate Extension Office programs. It was agreed that, due to the \$700 approximate cost each time Information Services moves the computers, the room will be designated as a computer lab only and Extension will be required to seek meeting rooms elsewhere.

The Board discussed the new procedures that will be required to input information regarding the new Purchase Cards (P-Card) and the "companies" that fall under the purview of the Board; including Building & Grounds, Office of Emergency Management, Reprographics, Risk Management, Human Resources, Veterans Services Office, and Snowgroomers.

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 4:36 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Pamela B. Bogaert, Deputy Clerk