

**Minutes of Meeting
Department Heads
March 27, 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, 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 Specialist Christina Anderson, Parks and Waterways Director Nick Snyder, Juvenile Detention Director J.T. Taylor, Veteran 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 4:01 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:

1. Update on HR Director Position

Commissioner Green stated that four (4) candidates were considered for the Human Resources (HR) Director position. The final decision was to hire Dr. Wade M. Larson as a consultant and interim HR Director, in order to allow him time to perform an analysis of County processes and policies, develop employee surveys, and interview Department Heads and Elected Officials, to help determine the long-term HR needs of Kootenai County. Dr. Larson will be onsite for 35 hours per week (beginning mid-April), and is expected to be retained for a three (3) to five (5) month period.

2. Updated Policies

Commissioner Green reviewed recent changes to the Unlawful Harassment Policy, acknowledging that some confusion was caused by distribution of multiple drafts and updates in a short period of time. Chairman Tondee clarified that all unlawful harassment claims now go directly to HR for review, removing investigative procedures from management, and transferring them to HR and Legal staff, who are better trained to handle those situations. Veterans Services Officer Scott Thorsness asked if this procedure would also apply in circumstances involving individuals who are not County employees, and the Board indicated that the same process would be beneficial in those instances.

3. Appeals Process

Chairman Tondee announced that the Position Review Committee (PRC) is scheduled to meet tomorrow, Thursday, March 28, 2013, to review and resolve four (4) appeals and seven (7) reclassifications. Commissioner Green explained the future responsibilities of PRC members, which will predominantly relate to the rating of new positions.

4. Hiring Policy

Chairman Tondee noted that several Status Change Forms have been submitted after new employees have already started working. Chairman Tondee stated that all Status Change Forms should be submitted for signature prior to extending an offer of employment, to ensure that internal approval processes are completed, and that all Status Change Forms **must** be signed prior to the first day of employment to allow time for Information Systems and HR to complete their new hire procedures.

5. Employment Offer Draft Letter

Chairman Tondee reminded the group that all Offer Letters must include at-will employment verbiage, to avoid confusion regarding implied contracts. HR Specialist Christina Anderson supplied a sample letter to those present, and noted that Civil Deputy Prosecuting Attorney Darrin Murphey suggested this change and helped draft the sample.

6. Risk Management Future Luncheons

Commissioner Green announced that Risk Management luncheon meetings are being revamped to make them more useful and productive, with future invitations to be delivered in a manner designed to target more specific audiences. Invitations to Department Heads and Elected Officials will explain the target audience for each luncheon, so that they may determine which staff would benefit most from the topic, and then distribute the invitations to those individuals.

7. PTO Update

Commissioner Green presented an update regarding the Paid Time Off (PTO) proposal, explaining some of the policies, challenges, and goals that are being considered. Commissioner Green noted that the Board has not yet decided whether or not to endorse the policy, but that the Committee still hopes to create a policy that could be initiated with the next budget cycle.

- F. Staff Reports:** Mr. Thorsness shared that Veterans' Services will be holding a two-hour event at Kootenai Medical Center on April 5, 2013, with a focus on sharing information about the facilities and programs that are available for veterans, and how to best direct them for assistance. This will be a training event that will provide attendees with Continuing Education credits.

Board of County Commissioners (BOCC) Administrative Assistant Lori Cogley mentioned that Administrative Secretary Stephanie Clark will now be working with Commissioner Nelson, and that a memo detailing all BOCC staff changes will be forthcoming, once the improvement project is completed. Chairman Tondee informed the group that Senior Secretary Myrna Thiel will be relocated to the BOCC offices, and that a courtesy phone will be installed at the Administrative Building Security Station to allow for efficient communication with Ms. Thiel and other BOCC staff.

- 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 4:21 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk