

**Minutes of Meeting
Elected Officials
March 27, 2013
9:00 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 Clerk Cliff Hayes, Sheriff Ben Wolfinger, Assessor Mike McDowell, Treasurer Tom Malzahn, Prosecutor Barry McHugh, Chief Deputy Clerk Pat Raffee, Chief Deputy Assessor Richard Houser, Chief Deputy Treasurer Laurie Thomas, Finance Director David McDowell and Deputy Clerk Pamela Bogaert.

- A. Call to Order:** Chairman Tondee called the meeting to order at 9:02 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:

Finance Director Dave McDowell advised the attendees that the recently distributed Purchase Card (P-Card) policy has received no comments from the Elected Officials and he felt that the policy was complete. Chairman Tondee informed the group that all points and/or rewards received from the P-Card will be placed into the General Fund and be used towards the betterment of all departments or will be returned to the taxpayers of Kootenai County. Rewards received from Solid Waste, Waterways and 911 Usage may be the exceptions. That policy is currently undergoing legal review. Clerk Cliff Hayes asked to be included in the legal review. Sheriff Ben Wolfinger praised the efforts of Staff Accountant Kim Stevenson and Senior Accountant Keith Taylor for their efforts during the initial P-Card training that took place at the Sheriff's Department. Mr. McDowell advised the group that extensive training sessions would be held for all users of the new P-Cards.

Commissioner Green informed the group that BDPA, Inc. will be sending out salary comparison letters next week and he fully expects the Salary Survey to be completed within the 90 day timeframe allowed by the contract. Assessor Mike McDowell wondered when BDPA, Inc. would be coming for meetings with the Elected Officials and Commissioner Green advised that no meetings have been scheduled as yet.

Commissioner Green revealed that four (4) candidates were interviewed for the position of Human Resources Director and the Board has agreed to retain Wade M. Larson, formerly the Human Resources Director for North Idaho College. Dr. Larson will be hired as a consultant to analyze and make recommendations, will be onsite for 35 hours per week and is expected to be retained for a three (3) to five (5) month period. Commissioner Green agreed to email a copy of Dr. Larson's resume and contract to the Elected Officials and announced that the contract would be presented at the Business Meeting scheduled for April 9, 2013.

Finance Director David McDowell reported that the first of the Elected Officials budget meetings was held on Monday, March 25, 2013 and asked if it would be possible for one (1) member of the Board to attend these regularly scheduled meetings in order to make attendees aware of Board opinions. Chairman Tondee felt that one (1) Board member's attendance would be difficult as the Board was not inclined to give opinions singly for fear that one member's opinion would be taken as a directive. Clerk Hayes explained that none of the Elected Officials would take a single Board member's words as a Board directive and noted that the Elected Officials would like to be kept informed regarding the Board's Fund Balance Policy. Commissioner Green felt that the policy was clear and Chairman Tondee announced that any unallocated and/or undesignated funds would be used to relieve the taxpayer's property tax burden. Commissioner Green noted that the notes taken at the Elected Officials Budget Meeting suggested that the most pressing issue among the Elected Officials is the subject of salary increases. Prosecutor McHugh suggested that, after the completion of the Salary Survey, the group return to the Board to ask for salary adjustments. However, Mr. McHugh had no objection to setting a formal meeting with the Board to receive clarification regarding the Fund Balance Policy and asked how much was currently in the fund. Chairman Tondee reported that there is currently \$11,000,000 in the fund and that the Board is contemplating designating a large portion to the Facilities Master Plan, the Sheriff's Paving Project, the Buildings & Grounds Building and the attorney pay bands. Further, Chairman Tondee advised that a portion shall be set aside to fund the proposed parking garage in conjunction with a future bond offering. Mr. McHugh asked how much of the fund was open for discussion and Clerk Hayes wondered why three quarters of the fund balance would be designated to an account where the funds would lie idle. Chairman Tondee explained that allocating the funds to be used towards the parking garage would offset the funds required for a bond offering and reminded the group that lack of parking is a major issue for the County. Commissioner Green noted, however, that were the bond to fail, the entire issue may be reexamined. Mr. McDowell agreed to provide the group with a fund balance report and Chief Deputy Clerk Pat Raffee suggested that the meeting be scheduled for mid April, during a break in the budget process.

Ms. Raffee reported that the Auditor's Customer Survey was sent out to 78 people across 28 departments and that 48 responses were received covering 24 departments. Overall, satisfaction levels regarding Payroll and Accounts Payable were rated very satisfied to extremely satisfied. Cash Receipts received a very satisfied response. Ms. Raffee further explained that Budgeting and Logos training, with shortcuts in particular, received a Moderate rating. The analysis of the survey reported that there are several departments interested in the Auditor's internal audit services, particularly the Sheriff's department, and a meeting has been set with the Sheriff's department to follow up.

Commissioner Green explained that there was some confusion regarding the recently adopted Harassment Policy and that it was sent back to the Legal department for further review. It was determined that the term "general" harassment would be removed from the policy. The Board explained that any harassment complaints should be first brought to the attention of Human Resources Specialist Christina Anderson who will begin the process that will eventually be turned over to Civil Deputy Prosecuting Attorney Darrin Murphey for investigation and/or recommendation to outsource the investigation. Commissioner Green also reminded the group to include the new "at-will" employment language in all offers of employment. Assessor McDowell voiced first amendment concerns regarding the recently adopted Social Media Policy

and Commissioner Green advised Mr. McDowell to forward those concerns to the Prosecutor's Office, Civil Division.

Commissioner Green announced that Risk Management luncheon meetings are being revamped to make them more useful and productive and reach the topics' target audience. The next scheduled Risk Management Luncheon will be held in May, will be directed towards supervisors and the topic will be *Leadership and Generational Diversity*.

Assessor McDowell requested an update on the subject of Paid Time Off (PTO). Commissioner Green reported that a proposal has been drafted and the next steps are obtaining support from the Board and giving presentations to the employees. Sheriff Wolfinger felt that there were several items that still needed significant clarification and Commissioner Green asked the Sheriff to forward his concerns by email and offered the PTO committee's attendance at a meeting with the Sheriff's department to discuss issues and concerns. Commissioner Green advised that any PTO policy that might be adopted would take effect in Fiscal Year 2014.

Chairman Tondee announced that the Position Review Committee (PRC) is scheduled to meet tomorrow, Thursday, March 28, 2013 and has four (4) appeals and seven (7) reclassifications to resolve and will then begin training of the new members.

- 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 10:07 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Pamela B. Bogaert, Deputy Clerk