

**Minutes of Meeting  
Commissioners' Debriefing  
April 1, 2013  
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present was Deputy Clerk Nancy Jones. Commissioner Jai Nelson was excused.

**A. Call to Order:** Chairman Tondee called the meeting to order at 2:03 p.m.

**B. Introductions:** There were no introductions made.

**C. Changes to the Agenda:** There were no changes made to the agenda.

**D. New Business:**

The Board considered a draft copy of the Year-End Expenditure Policy. Chairman Tondee suggested adding verbiage to clarify that use of appropriated funds in the personnel (A) budget must be limited to the line item for which those funds were originally budgeted (e.g., temporary personnel allocations cannot be used for overtime or bonuses). The Board decided that any request to move funds (in excess of an amount yet to be determined) should require Board approval, in order to encourage accountability. Commissioner Green agreed to work with staff to update the verbiage for later review.

**E. Old Business:**

The Board reviewed the final draft of the Human Resources Director contract for Wade Larson. Commissioner Green indicated that Dr. Larson may be able to start employment as early as this week, and verified that early termination verbiage existed within the contract terms. Chairman Tondee expressed satisfaction that compensation terms now reflect payment in arrears.

Commissioner Green stated that he is continuing efforts to redefine the Grant Coordinator title and job description. Commissioner Green has also asked Grant Writer Jody Bieze to create a presentation to help clarify the types of assistance she may offer to departments, as well as the limitations of her position. This presentation will be given to the Board prior to any departmental exhibitions.

Chairman Tondee noted that the Juvenile Diversion Department intends to move forward with usage of JustWare. While previous discussions had established that Juvenile Probation, Detention, and Diversion would postpone use of the system until Phase II, Juvenile Diversion prefers to initiate use at this time in order to maintain effective file sharing with the Prosecutor's Office. Under discussion, the Board agreed to allow this change. Chairman Tondee agreed to send written approval to Chief Prosecuting Attorney Barry Black, which will serve as authorization for Information Systems to move forward with the changeover.

Chairman Tondee shared that he received clarification from Airport Director Greg Delavan with reference to sewer fees. He asked Mr. Delavan to change procedures as necessary so that sewer fees are paid to Kootenai County (Airport), and then a single payment may be issued to the Hayden Area Regional Sewer Board (HARSB). Chairman Tondee also requested that Mr. Delavan work with Finance Director Dave McDowell and HARSB staff in order to produce a sewer fee accounting 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 2:37 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Nancy A. Jones, Deputy Clerk