

**Minutes of Meeting
Commissioners' Debriefing
April 8, 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 Chief Deputy Clerk Pat Raffee, Chief Deputy Treasurer Laurie Thomas, Civil Deputy Prosecuting Attorney Pat Braden, and Deputy Clerk Nancy Jones.

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: Commissioner Green noted that Item#6, Public Defender's Study, may necessitate an amendment to add an Executive Session pursuant to *Idaho Code* §67-2345(1)(b), to discuss employee issues.

Commissioner Nelson moved to add, under Item #6 of New Business, an Executive Session pursuant to *Idaho Code* §67-2345(1)(b), to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

D. New Business:

Chairman Tondee informed the Board that legislation was recently passed, allowing certain Coeur d'Alene Tribe (Tribe) land parcels to be placed in trust. Civil Deputy Prosecuting Attorney Pat Braden acknowledged this, as well, noting that the Governor Butch Otter has signed the bill, which will be effective as of July 1, 2013. In a letter dated April 3, 2013, the Tribe offered an invitation to receive comments on this item. Chief Deputy Treasurer Laurie Thomas stated that the Treasurer's and Assessor's Office also received this letter. While working on a consolidated response, it was discovered that some legal descriptions attached to the letter were incorrect. Ms. Thomas offered an updated letter to the Board, which included the corrected legal descriptions. In response, the Board directed Mr. Braden work with these two departments in the interest of drafting coordinated response. The Board expressed appreciation for the work that was done to ensure that each of the legal descriptions was fully evaluated. The Board requested that Mr. Braden also note that, while the Board is in agreement of these parcels becoming tax exempt, the legislation will not affect existing requirements, such as zoning regulations, fees (e.g. solid waste fees), and aquifer protection practices. Mr. Braden agreed to draft a response and submit it to the Board for review.

The Board reviewed changes that have been made to the Year End Expenditure Policy, including clarification of transfer restrictions between personnel (A) and capital (C) capital budget line items, operating (B) budget line item transfer amount limits, and clarifications that transfer of excess appropriated funds across A, B, or C budget categories is prohibited without Board approval. The Board determined that operating (B) budget single line item transfers over \$5,000 will require written Board approval. The Board gave staff direction to convert this policy into a Resolution. This initial draft of the

Resolution will be reviewed by the Legal Department for finalization, and presented to the Elected Officials for feedback, prior to being submitted for approval at an upcoming Business Meeting.

The Board discussed a letter that was received from Port of Hope Centers, Inc., which stated that they have submitted an offer for Residential Re-entry Services for federal offenders releasing to the Kootenai County area. Commissioner Green shared that he verified that the City of Coeur d'Alene is also aware of this request. Under discussion, it was determined that no Board response is necessary.

Chairman Tondee explained that the Recorder will not be utilizing all of the funds which were budgeted for digitization in FY2013. Initially, it was believed that those funds might be available for Information Systems upgrades for additional storage space; however, the Clerk has indicated that those funds are required for other expenditures within the division. Chairman Tondee explained that the paperless initiative, increasing use of Paperclip for data storage, and the Recorder's Digitization Project are all taxing the County computer system. Chief Deputy Clerk Pat Raffee presented an exhibit to the Board, documenting that funds in excess of \$1.6 million dollars have already been collected as a result of House Bill 521 (which provides funding for the digitization project). These funds are currently undesignated funds within the existing County Fund Balance. Ms. Raffee suggested that those funds might be a better source of funds for this Information Systems project at this time. Ms. Raffee indicated that the Recorder's Department is fully prepared to contribute to the purchase of additional storage in the future, (acknowledging that their project will require significant storage space), but noted that this unscheduled expenditure at the midpoint of the current fiscal year budget cycle would strain the overall budget for the Clerk's Division. The Board determined that Network Administrator Grant Kinsey would be asked to draft a document, explaining storage option differences and costs, in the interest of scheduling a future meeting to discuss storage and funding options.

E. Old Business:

The Board discussed options and concerns relating to increasing security in the County Administrative Building. The initial proposal from the Sheriff's Department indicated that this change will require an expenditure of approximately \$250,000, to allow for the hiring of two full-time deputies. Commissioner Green stated that he would contact Major Dan Mattos to discuss the suggestion to purchase patrol cars as part of the current budget cycle, which was suggested as an initial step in this process. The Board agreed to continue this discussion at a later time, after gathering additional information and performing additional review of available fund balance reports.

The Board discussed savings that are being generated as a result of changes in the printer maintenance contracts. Chairman Tondee noted that total savings of at least \$29,000 is anticipated, but that those would not be captured unless they are removed from the departmental budgets. The Board agreed, and Commissioner Green stated that he would discuss this with the Clerk to coordinate this budgetary adjustment, as a result of the laser jet contract savings.

The Board discussed the need for additional staff in the Coroner's Office, acknowledging that current staffing levels are lower than under the previous Coroner. Chairman Tondee noted that \$15,000 is available within the personnel budget of the department. The Board agreed to discuss this in further detail when more information was available regarding the needs of the department and the funds currently available within the current fiscal year budget.

Commissioner Green moved that the Board enter Executive Session pursuant to *Idaho Code §67-2345(1)(b)* to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Executive Session was entered into at 4:14 p.m. and exited at 5:10 p.m.

Commissioner Green moved to continue the current meeting at 1:00 p.m. on Wednesday, April 10, 2013, for the purpose of completing discussion related to the IS Server and the Fund Balance Discussion. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Chairman Tondee adjourned the meeting at 5:13 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk