

**Minutes of Meeting  
Commissioners' Debriefing  
April 15, 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 was Deputy Clerk Nancy Jones.

**A. Call to Order:** Chairman Tondee called the meeting to order at 2:08 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 reviewed the operations budget priority ranking reports, in response to a request from the Clerk to provide Board input on the full scope of the budget for FY2014. Information that was provided regarding budget rankings for other Elected Official departments was discussed, including discussion of specific line items and projects within the Clerk's Division, Sheriff's Office, and Assessor's Office. Commissioner Green agreed to speak with Clerk Cliff Hayes to request clarification on ranking definitions, as well as the scope and intent of the final report. The Board determined that once that information is available, and they have attended the budget workshop scheduled for Monday, April 22, they will make a determination on the best way to proceed. The Board agreed that individual meetings with each Department Head will probably be necessary to complete a comprehensive report.

Commissioner Nelson gave an update on the status of the Juvenile Detention Center. Commissioner Nelson stated that Juvenile Detention revenues have decreased because the Coeur d'Alene Tribe has been using a Spokane facility instead of Kootenai County. Once our facility receives Bureau of Indian Affairs (BIA) certification, the Tribe will be able to place individuals in County facilities, instead. In addition, the group discussed the fact that Juvenile Detention has been handling some Human Resources functions through internal staff, instead of through the main Human Resources department. Likewise, they have been receiving Information Systems support through the Sheriff's Office, not through the main Information Systems staff. The Board expressed concern about these items, and noted that both should be addressed in the Salary Survey or the report being generated by Interim Human Resources Director Wade Larson.

Chairman Tondee referenced a letter that was sent to the Board by the Idaho State Animal Damage Control Board, requesting a FY2014 financial contribution in the amount of \$4,000. Under discussion, the Board determined that this is not a mandated expenditure, and that staff should generate a denial letter in response to the request.

**E. Old Business:**

Commissioner Green shared that he has been speaking with Captain Dan Soumas in regard to increasing security in the Administrative Building; however, additional information must be obtained from Major Dan Mattos before the Board can proceed with deliberations. The Board discussed the benefits and challenges that would be associated with placing jail detention deputies, bailiffs, or outside security officers in that role, instead of Sheriff's deputies.

The Board discussed implementation of Purchase Card (P-Card) use, and whether the policy manual should be updated to reflect P-Card Policies and Procedures, which might require the drafting of a Resolution. Chairman Tondee agreed to speak to Human Resources Specialist Christina Anderson and report back to the Board.

The Board reviewed a press release draft regarding the Unified Land Use Code update, and determined that it should be simplified prior to release. Expediting the final draft was determined to be of importance, as the Board intends to provide a sixty (60) day window for public response, despite the Idaho Code notice requirement to provide thirty (30) days for public comment.

Commissioner Green asked the Board for direction on presenting a draft of the Paid Time Off (PTO) proposal to all employees. Chairman Tondee stated that he might be more likely to support this proposal if it is portrayed as an increase to the employee benefit package. Commissioner Nelson indicated that she would like employee input to establish if the policy generates a significant positive response, prior to submitting the policy for Board approval. Commissioner Green stated that the current policy has been drafted after gathering input from a wide cross-section of staff, and that he hopes to see a positive response from a strong majority of the employees. Commissioner Green will be addressing this issue in an upcoming newsletter article.

**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 3:32 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

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