

**Minutes of Meeting
Elected Officials
June 7, 2013
8:30 a.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Dan Green met to discuss the following agenda items. Also present were Prosecutor Barry McHugh, Assessor Mike McDowell, Treasurer Tom Malzahn, Major Dan Mattos, Chief Deputy Assessor Richard Houser, Chief Deputy Clerk Pat Raffee, Risk Management Technician Julie Kamps and Deputy Clerk Pamela Bogaert. Commissioner Jai Nelson was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 8:34 a.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** Assessor Mike McDowell asked the Board if decisions had been made regarding the County Logo competition and the subject of sick leave pay off. Commissioner Green reported that no decision had yet been made in regard to the County Logo. Chairman Tondee had no information on the subject of sick leave pay off.
- D. Old Business:** There was no old business discussed.
- E. New Business:**
Chief Deputy Assessor Richard Houser reported that since the last Elected Officials' Meeting the Position Review Committee (PRC) had completed the "sore-thumbing" process and will present the reviews and reclassifications to the Board for adoption at a meeting scheduled for June 17, 2013. Prosecutor McHugh requested that documentation regarding the reviews and reclassifications be sent to the Elected Officials prior to the meeting. Chief Deputy Clerk Pat Raffee reported that, due to routine reorganizing, the Clerk's Department had several job descriptions that have changed significantly and would soon be brought before the PRC. Ms. Raffee further reported that, it was her understanding that HR Specialist Christina Anderson would soon complete the task of updating all job descriptions to reflect the last review date. Commissioner Green noted that the PRC would only review positions that had a significant change of responsibility and scope.

Commissioner Nelson arrived at the meeting at 8:43 a.m.

Commissioner Green reported that the Paid Time-Off (PTO) Committee would soon be presenting their findings to all employees and that the first test case would be presented to the Board at a meeting that is yet to be scheduled. The PTO Committee's goal is to complete these processes by the end of July and an exit survey will be submitted to all employees for opinions and/or comments. A brief discussion ensued in regard to sick leave buy out, however, no decisions were made.

Assessor McDowell asked if the group would be meeting to discuss the Salary Survey and County pay philosophy. Commissioner Nelson noted that BDPA, Inc. (BDPA) is continuing their research and will report back to the Board in approximately one (1) month. Chairman Tondee noted that he will be supplying BDPA with the names of several private companies that are willing to participate in the survey. Further, Chairman Tondee advised that there will be more discussion on the subject after receipt of BDPA's final findings.

Risk Management Technician Julie Kamps presented a “best guess” breakdown of the cost incurred for staff to participate in Idaho Counties Risk Management Program’s (ICRMP) training requirements to obtain a discount in premiums. Ms. Kamps reported that the estimated cost in employee time was approximately \$15,082 and that the savings for participating in the training is approximately \$33,000. Major Dan Mattos felt that the ICRMP training was worth the effort, but requested that, in the future, the training be undertaken during the fall or winter. Chairman Tondee asked Ms. Kamps to report her findings to Sheriff Wolfinger for his review.

- F. Staff Reports:** Treasurer Tom Malzahn reported that he had received a letter from the Internal Revenue Service (IRS) stating that the IRS was looking into a matter and has not yet reached a decision. The matter in question was unknown as Mr. Malzahn had no idea why the letter was sent to his office. Chairman Tondee suggested that the letter be turned over to Mr. McHugh for further research.
- 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 9:16 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Pamela B. Bogaert, Deputy Clerk