

**Minutes of Meeting
Commissioners' Debriefing
July 29, 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 Treasurer Laurie Thomas, Chief Deputy Assessor Richard Houser, Civil Deputy Prosecuting Attorneys Darrin Murphey and John Cafferty and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 2:06 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:

Chairman Tondee requested a discussion of the sick and vacation pay policy for exempt employees. Currently, the policy states that exempt employees must utilize their sick and vacation pay in full day increments only. Chairman Tondee felt that those employees should be eligible to use smaller time intervals on partial days worked. Commissioner Green felt that this was a subject for case-by-case managerial review. Civil Deputy Prosecuting Attorney Darrin Murphey explained the applicable exempt employee mandates and categories (administrative and professional), in order to clarify the Board's options. The Board determined that the policy would stand as written.

Civil Deputy Prosecuting Attorney John Cafferty brought forth a question regarding title insurance for properties that are obtained through the tax deed process. At this time, County policy is to order a title commitment, but to not purchase a title insurance policy. Chief Deputy Treasurer Laurie Thomas stated that a full policy would incur twice the cost of a title commitment, and that the County would only be able to insure the property for the past due tax amount. Ms. Thomas met with title company representatives to determine what title options were available to minimize the County's exposure. Based on that meeting, Ms. Thomas outlined the advantages and disadvantages to obtaining title insurance, with regard to past and present tax deed property holdings, and stated that her office was content with the current business practice of ordering a title commitment only. The Board concurred.

Mr. Cafferty, Mr. Houser, and Ms. Thomas exited the meeting at 2:22 p.m.

E. Old Business:

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. Chairman Tondee 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.

The Board and Mr. Murphey entered into Executive Session at 2:25 p.m. HR Consultant Wade Larson joined the Board in Executive Session at 2:40 p.m. The Board exited Executive Session at 3:27 p.m., with Chairman Tondee noting that the Executive Session would be continued on Wednesday, July 31, 2013, at 2:00 p.m.

Commissioner Nelson brought forward questions regarding the County compensation policy, with regard to salary program maintenance and the results of the recent Employee Opinion Survey and the BDPA Salary Survey. Chairman Tondee summarized options for pay matrix adjustments, and the Board debated the timing of wage adjustments in fiscal year 2014. The attendees discussed the accuracy, range, and value of salary surveys, in general, and the merit of total compensation comparisons. Mr. Larson agreed to pursue avenues that might allow for gathering of private sector data to complement the salary survey report, and to report back to the Board the following week. Mr. Larson informed the Board that two (2) management training dates had been set, and that future training sessions were being planned. The Board acknowledged that several Department Heads and Elected Officials had come forward with questions regarding the Employee Opinion Survey, and the group discussed the best options for addressing these questions.

Mr. Larson exited the meeting at 4:01 p.m.

Chairman Tondee provided an update on the Extension Office expansion project. Commissioner Green gave a general update on his departments and projects, including the Office of Emergency Management, the Hayden Area Regional Sewer Board, and the Paid Time Off proposal. The Board reviewed and discussed the first draft of the FY2014 budget press release.

Commissioner Green moved to continue the Commissioners' Debriefing until Wednesday, July 31, 2013, at 2:00p.m., in order to conclude human resources deliberations under 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.

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 4:24 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk