

Minutes of Meeting
Expenditures Policy Meeting
July 31, 2013
10:00 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 Chief Deputy Clerk Pat Raffee, Court Services Director Diana Meyer, and Deputy Clerk Nancy Jones. Commissioner Jai Nelson was excused.

- A. **Call to Order:** Chairman Tondee called the meeting to order at 10:02 a.m.
- B. **Changes to the Agenda:** There were no changes made to the agenda.
- C. **Old Business:** There was no old business discussed.
- D. **New Business:**
Chief Deputy Clerk Pat Raffee clarified that the purpose of the meeting was to request authorization for reallocation of funds within the Clerk's FY2013 personnel ('A') budget, in accordance with the Expenditure Policy. Ms. Raffee presented to the Board a list of the nine (9) top-performing District Court employees, representing twenty percent (20%) of the department. Court Services Director Diana Meyer and Ms. Raffee requested approval to award those employees with wage adjustments ranging from three to four percent (3% - 4%), effective as of the next pay period. Ms. Meyer explained that these increases would be subsidized by funds that were recaptured through staff turnover. Further, Ms. Meyer agreed that these employees would be exempt from any FY2014 wage increases. Chairman Tondee expressed concern with using recaptured funds for merit raises. Ms. Meyer felt that this merit recognition would boost morale in the department, which has seen significant restructuring this year. Commissioner Green acknowledged that individual merit raises can incentivize employees, and was in favor of selective raises over general department increases. Ms. Raffee noted that these wage modifications would result in an annual expenditure of approximately \$11,000, but that about \$33,000 in recaptured funds would be maintained. Chairman Tondee reiterated his concern regarding the dangers of authorizing use of recaptured funds. Ms. Raffee shared her concern regarding the dangers of not acknowledging meritorious efforts among the staff. Ms. Raffee and Ms. Meyer verified that all of the employees under consideration would remain within their existing pay scale. Chairman Tondee stated that he would like additional time to consider the request, and the group agreed to reconvene later in the day (as part of the Commissioner's Debriefing meeting) for a final determination.
- E. **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 10:26 a.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk