

**Minutes of Meeting
Commissioners' Debriefing
August 12, 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 Human Resources (HR) Consultant Wade Larson, Civil Deputy Prosecuting Attorney Darrin Murphey, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 2:11 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 stated that an item had been brought forward, which would require Board action under Executive Session, pursuant to *Idaho Code* §67-2345(1)(b), to address HR issues and evaluate an employee within one of his departments. Chairman Tondee further noted that HR Consultant Wade Larson and Civil Deputy Prosecuting Attorney Darrin Murphey would be joining the Board during the Executive Session.

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.

The Board entered Executive Session at 2:12 p.m.

The Board exited Executive Session, and Mr. Larson and Mr. Murphey exited the meeting, at 2:47 p.m. Chairman Tondee noted that the scheduled meeting would resume; however, there would be a need to continue the meeting at its conclusion, in order to facilitate completion of the Executive Session at a later time.

Mr. John Young and Solid Waste Director Roger Saterfiel also joined the meeting at 2:47 p.m.

Commissioner Green introduced John Young, owner of Polin & Young Construction, who had come before the Board to discuss aspects of the proposed Facility Master Plan (FMP). Commissioner Green explained that he had approached Mr. Young to request input regarding initial plan implementation and the possibility of acting as a Construction Manager, Advisor, or Consultant with regard to the FMP, as it will be a significant undertaking that will require an external project administrator. Mr. Young discussed the options available with regard to Public Works construction projects, suggestions for bond marketing, and project timeline considerations. Having reviewed the written FMP proposal, Mr. Young felt that the main focus at this time should be moving forward with the municipal bond process. Further, Mr. Young suggested that the Board consider the formation of a citizen committee that might promote community awareness and support for the bond measure.

Mr. Young exited the meeting at 3:11 p.m.

Solid Waste Director Roger Saterfiel came forward to request approval to bring forward a contract that would allow T-O Engineers to act as the construction manager for the Ramsey/Chilco rural site consolidation. Commissioner Green noted that the initial project estimate was less than \$25,000, meaning that the project would not be subject to the bid process, per the legal department. Mr. Saterfiel noted that the scope of work analysis from T-O Engineers had not yet been completed, but that the final project cost was likely to be lower than the initial projections, as some items from the initial estimate would not be necessary. Mr. Saterfiel verified that the contract would include a maximum/not-to-exceed clause. The Board gave Mr. Saterfiel approval to move forward in having a contract drafted for Legal review and Board approval.

Mr. Saterfiel exited the meeting at 3:16 p.m.

Commissioner Green requested consideration of a tuition reimbursement request that was submitted by the Clerk's Office. The Board discussed the purpose of the tuition reimbursement program and the funding mechanisms for training and seminars. Commissioner Green stated that HR Specialist Christina Anderson had requested Board direction regarding reimbursement requests. The Board determined that the policy should be clarified to reflect that the reimbursement funds available through Human Resources should be used for one-time trainings and classes, and that annual seminars and continuing education should be included in the travel and training budget for individual departments. Commissioner Green agreed to follow up with Chief Deputy Clerk Pat Raffee and Ms. Anderson to share this determination.

The Board discussed an item that addressed the 2012 missed occupancy taxes for the STEM Charter Academy, which were scheduled to be placed as a lien against the property. The Board determined that this item should be added to the Request for Cancellation of Taxes meeting that was already scheduled for August 13, 2013.

Chairman Tondee requested a discussion of the proposed Buildings and Grounds facility. The Board reviewed information regarding permits from the City of Coeur d'Alene and questions regarding possible sewer improvement requirements. Further, the Board acknowledged the cost variances and change orders that might be required for parking lot improvements, once the project is initiated and the full scope of work is established. The Board agreed that Chairman Tondee should contact Architects West to authorize them to draft their initial construction documents, and to bring forward a Notice to Proceed, if written authorization is required.

Chairman Tondee explained that the construction project at the Extension Office would need to be completed by an outside construction company, as the Buildings and Grounds employee that normally would have completed that project is on an extended leave for medical reasons. The project total was estimated at \$7,181.

Commissioner Green moved that the Board approve the agreement with Small's Construction (dated August 6, 2013), for completion of the remodeling project in the Elections Building, at a total cost of \$7,181. 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.

The Board reviewed the final draft of a press release regarding the FY2014 budget proposal. Upon approval of the wording and information, the Board agreed to authorize distribution of the release.

Chairman Tondee called for a five (5) minute recess at 3:42 p.m., to allow Commissioner Nelson to make final revisions to the press release and to forward the final draft to Information Systems for distribution.

The meeting resumed at 3:51 p.m.

The Board held discussion regarding a personnel request from Public Defender John Adams. Mr. Adams had previously come before the Board to state that Investigator Lisa Cheseboro should be raised from a level three to a level four investigator, based on her workload and the needs of the Public Defender's office. Upon deliberation, the Board determined that Ms. Cheseboro would remain a level three investigator, but that her annual wages would be increased an additional \$2,000, as compensation for the duties that she is currently performing.

Commissioner Nelson expressed concern that the Board had not made a final determination regarding a new wellness program, due to the fact that the open enrollment period for insurance was approaching. The Board agreed that the web-based options that were brought forward by Mercer Health and Benefits were not in line with the Board's concept of a wellness program for County employees. Staff direction was given to schedule a meeting with Wade Larson, in order to hear the LMM Leadership Group wellness presentation. Commissioner Nelson agreed to follow up with Legal to determine whether or not a wellness consultant contract would necessitate the completion of the Request for Proposal process.

The Board discussed updates with regard to the Paid Time Off proposal, the Employee Opinion Survey, and the BDPA Salary Survey. The Board agreed that these issues should all be addressed at the upcoming Elected Officials meeting. Commissioner Green agreed to follow up with staff to ensure that these items were added to the agenda. Further, the Board agreed that the meeting should be scheduled for an extended time period, to allow for discussion of these items, and that HR Consultant Wade Larson should be present.

Commissioner Nelson informed the Board that Juvenile Detention Operations Manager Linda Hoss had been selected to replace Juvenile Detention Director JT Taylor on the Position Review Committee. The Board agreed that the committee meetings should be held subject to Idaho Open Meeting Laws. Commissioner Nelson agreed to follow up with the committee to discuss the appointment of a Chairperson and the requirements associated with open meetings.

The meeting concluded with a discussion of the timing for employee evaluations, as well as the need for a meeting in order to discuss updating the employee merit/recognition program and the pay philosophy. The Board decided to schedule that meeting after receiving input at the Elected Officials meeting. The Board also determined that an item should be added to the Department Head agenda, to discuss employee evaluations and scoring, and to set a target evaluation completion date of September 16, 2013.,

Commissioner Green moved to continue the Commissioners' Debriefing at 11:00 a.m. on Tuesday, August 13, 2013, in order to finish discussing issues under Executive Session, pursuant to *Idaho Code* §67-2345(1)(b). 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.

E. **Staff Reports:** There were no staff reports.

F. **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 4:53 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk