

**Minutes of Meeting
Commissioners' Debriefing
September 16, 2013
2:00 p.m.**

The Kootenai County Board of Commissioners: Chairman Todd Tondee and Commissioner Jai Nelson met to discuss the following agenda items. Also present were Human Resources Director Skye Reynolds, Civil Deputy Prosecuting Attorney Jamila Holmes, and Deputy Clerk Nancy Jones. Commissioner Dan Green was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:09 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** Commissioner Nelson asked that an item be added to the agenda, in order to discuss a position funding request from Trial Court Administrator Karlene Behringer. Commissioner Nelson explained that funding for the Administrative Assistant position had been unexpectedly eliminated by the State of Idaho, resulting in the need for timely discussion and direction.

Commissioner Nelson moved to add an item to the agenda, in order to discuss an issue related to the District Court Administrative Assistant position. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye
Commissioner Green: Excused
Chairman Tondee: Aye

The motion carried.

- D. New Business:**
Civil Deputy Prosecuting Attorney Jamila Holmes came before the Board to discuss the Kidd Island Bay property issue. Ms. Holmes explained that Legal was considering pursuit of an ingress/egress lease, which would resolve existing issues with the owner of the adjacent property. Ms. Holmes acknowledged that any contract with that property owner should be addressed at a scheduled Business Meeting; however, she wanted Board consensus that the negotiation of those contract terms should be discussed in Executive Session, pursuant to *Idaho Code* §67-2345(1)(f). The Board concurred that those negotiations should take place under Executive Session, and not in an open forum. Ms. Holmes stated that she would schedule that meeting once a lease was drafted for the Board's consideration.

Commissioner Green joined the meeting at 2:17 p.m.

The Board discussed the current progress of the pay philosophy restructure. Timing and implementation options were considered, and the collective feedback from the Elected Officials and Department Heads was discussed. The Board determined that the financial impact of each option required review, and that staff should be directed to schedule a meeting with Finance Director David McDowell and Human Resources (HR) Director Skye Reynolds.

Commissioner Green informed the Board that the Historical Preservation Society (Society) is working to organize, and is seeking funding for, an historical essay contest. Commissioner Green shared that he had spoken to the members of the Society, recommending that a fund raiser should be used to support this effort. Further, he informed them that the Board could provide an account to facilitate donations. Commissioner Green requested that the society address this item during their next public meeting, hold a vote to show majority support for the idea, and provide the Commissioners with a copy of those meeting minutes.

Commissioner Nelson proposed the creation of an innovation award program for County employees. The purpose of the program would be to challenge and encourage employees to improve efficiencies and decrease County expenditures. Employees could be awarded up to \$5,000 for a successfully implemented innovation. Chairman Tondee spoke in favor of the concept and suggested that guideline could be developed for Board review and approval. Commissioner Nelson stated that she would work with Ms. Reynolds to develop criteria for the program.

Commissioner Nelson explained that District Court has been receiving an annual stipend of \$50,000, which was being used to fund the Administrative Assistant position. That employee was responsible for providing clerical support for the court, helping the court assistance officer, and performing conflict public defender administrative duties. However, these funds have been diverted by the State of Idaho, in order to fund other court functions. Trial Court Administrator Karlene Behringer requested that, moving forward, the Board consider funding the position. The Board reviewed the stated duties of the position and debated funding options. After deliberation, the Board determined that Ms. Behringer should work with Ms. Reynolds to develop a job description, which should focus predominantly on conflict public defender support. Once that process is completed, the Board will consider funding a part-time intern for the court.

Chairman Tondee shared that the County surveyor will be retiring in December. Chairman Tondee recommended that the Board consider using this as an opportunity to move the position from the Assessor's Department to Community Development. The Board weighed the benefits and drawbacks of this suggestion. Chairman Tondee agreed to discuss the issue with Assessor Michael McDowell and Chief Deputy Assessor Richard Houser, in order to gather more information.

E. Old Business:

Commissioner Nelson shared that the Fair Board has expressed interest in using the Sesquicentennial as the theme for next year's fair, and holding a significant event to memorialize the celebration.

Commissioner Nelson mentioned that former Interim HR Director Wade Larson was drafting a proposal that would allow him to continue acting as an HR Consultant, in order to ensure that ongoing projects are handled with maximum efficiency during the HR Director transition. This item will be considered by the Board once the proposal is complete.

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 3:38 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A. Jones, Deputy Clerk