

**Minutes of Meeting  
Commissioners' Debriefing  
September 30, 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 and Deputy Clerk Nancy Jones. Commissioner Dan Green was excused.

**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:** Chairman Tondee requested that an item be added to the agenda, in order to discuss a time-sensitive request for hotel cost reimbursement, which was submitted to the Board by an applicant for the Community Development Director position.

Commissioner Nelson moved to add an item to the agenda, in order to discuss an applicant request for hotel cost reimbursement. 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:**

The Board engaged in a discussion of how to create more efficient and comprehensive procedures with regard to public notices and agendas. Commissioner Nelson recommended eliminating the disbursement of the pending legal projects list, as it is rarely referenced. The Board determined that Legal should continue to update the list as a reference document, but that it was not necessary to review the list at every Commissioners' Debriefing. Options for increasing efficiency and consistency were deliberated. Commissioner Nelson suggested that each Board member should maintain a separate list of pending issues, which should be added to the agenda only when deliberation and action are necessary. Chairman Tondee expressed a concern that this process might lead to the need for more frequent meetings on individual topics. The Board discussed the requirements for adding items to a meeting agenda. Further, they discussed the role of their staff with regard to following up on action items and ensuring issues receive prompt attention. The Board decided to remove the pending issues list and departmental updates from the Commissioners' Debriefing agenda, on a trial basis.

Chairman Tondee brought forward a discussion regarding the timing of the attorney pay band adjustments. Chairman Tondee acknowledged that the Sheriff's pay matrix and the general County pay scale adjustments will be taking affect in December 2013; however, the attorney pay band adjustments had originally been slated to take effect as of October 1, 2013. Commissioner Nelson shared that Prosecutor Barry McHugh had expressed his preference to wait until December, in the interest of effecting all pay adjustments in an equitable manner. Human Resources Director Skye Reynolds agreed that implementing all of the pay adjustments in December would be preferred; however, she opined that the changes would need to take effect in October if that date had already been promised to the affected staff. Chairman Tondee agreed to follow up with Public Defender John Adams, in order to obtain clarification, and to report back to the Board.

Human Resources Director Skye Reynolds left the meeting at 2:42 p.m.

The Board discussed potential discussion topics for the Legislative Luncheon, which is being hosted by Kootenai County on November 12, 2013. Commissioner Nelson reviewed subjects that Mr. McHugh, Clerk Clifford Hayes, Sheriff Ben Wolfinger, Assessor Mike McDowell, and Commissioner Dan Green had submitted for consideration. The Board determined that no more than six (6) topics could be sufficiently addressed in the time allotted, and that the final items should be chosen based upon their importance to Kootenai County. The Board agreed to review the submissions and discuss their final choices at an upcoming Commissioner's Debriefing.

Finance Director David McDowell joined the meeting at 3:00 p.m.

Mr. McDowell asked the Board for information on the situation regarding the attorney pay band adjustments. Chairman Tondee updated Mr. McDowell on the earlier discussion of this issue. Mr. McDowell queried whether those attorneys who are not impacted by the attorney pay band adjustments would be eligible for the County pay scale adjustments that are being allocated in December. Chairman Tondee shared his opinion that the distribution of monies from the merit pool should be left to the discretion of each Elected Official, allowing them the freedom to reward individual efforts or abilities; however, he acknowledged that the other Board members may not agree with this assessment. Chairman Tondee went on to clarify that the attorney pay band was adjusted to create equity between employees with similar responsibilities, whether they work in the Public Defender's Office or the Prosecutor's Office, and that individual employee merit and longevity are a separate issue. The attendees also discussed options for funding the Kootenai County Sheriff's Office (KCSO) matrix. Chairman Tondee spoke in support of funding KCSO pay adjustments by allotting their percentage of the wage adjustment pool as a lump sum, which the Sheriff could distribute between matrix adjustments and individual merit awards. This would allow the Sheriff to move the matrix as much or as little as desired, within the budget amounts allocated.

Mr. McDowell left the meeting at 3:12 p.m.

Chairman Tondee initiated a discussion regarding the reimbursement request in the amount of \$365.04. Chairman Tondee explained that, at the time the interview was scheduled, the applicant had asked if the hotel cost could be reimbursed. At that time, staff directed him to submit the request at the end of the process. Chairman Tondee verified that funds for reimbursement were available in the Community Development budget. Commissioner Nelson stated that, if the funds were available within the budget for the department, she would support the request.

**F. Staff Reports:**

Chairman Tondee reported that information was available regarding the twelve (12) Resolutions that were voted on at the Idaho Association of Counties conference. Of those items, only two (2) were rejected, including the item regarding tax exemptions for hospitals. Chairman Tondee stated that the legislative committee will be moving forward to draft legislation, based on those outcomes.

The meeting was adjourned at 3:21 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Nancy A. Jones, Deputy Clerk