

**Minutes of Meeting
Business Meeting
October 1, 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 County Assistance Manager Todd Rickard, Chief Deputy Clerk Pat Raffee, 9-1-1 Director Brad Coughenour, Office of Emergency Management Manager Sandy Von Behren, Jail Services Director Captain Kim Edmondson, Juvenile Probation Director Debra Nadeau, Juvenile Detention Operations Manager Linda Hoss, Human Resources Director Skye Reynolds, Grant Writer Jody Bieze, Bell Tower Funeral Home and Crematory Owner Rob Clark, Civil Deputy Prosecuting Attorneys Jamila Holmes, R. David Ferguson, Pat Braden and John Cafferty, and Deputy Clerk Patti Marland-Stevens. Commissioner Dan Green was excused.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:01 p.m.
- B. Pledge of Allegiance:** Juvenile Probation Director Debra Nadeau led the Pledge of Allegiance.
- C. Approval of Consent Calendar:** Chairman Tondee read the items listed on the Consent Calendar.

Minutes of Meetings

09/11/2013 Wellness Program
09/16/2013 Commissioners' Debriefing
09/17/2013 Business Meeting
09/24/2013 Request for Payment Reduction 2010-1542
09/24/2013 Settlement Offer Request No's: 2012-1029; 2012-1050; 2013-147 and 2013-690 9:20 a.m.
09/24/2013 Settlement Offer Request No's: 2012-1029; 2012-1050; 2013-147 and 2013-690 2:45 p.m.
Decision
09/24/2013 Request for Lien Release 2011-835
09/24/2013 Request for Lien Release No's: 2008-1286; 2008-1934; 2008-1560; 2009-1814; 2010-1213
09/26/2013 Executive Session 67-2345(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation
09/26/2013 Request for Lien Release No's: 2008-1286; 2008-1934; 2008-1560; 2009-1814; 2010-1213
Decision
09/26/2013 Request for Lien Release 2011-835 Decision

Board Actions

Assessor's Request for Adjustment to Tax/Valuation/Parcel No.: 065440040110

BOCC Signatures for Indigent Cases 09/19/2013 through 09/25/2013

Commissioner Nelson moved to adopt the Consent Calendar as read into the record by Chairman Tondee. Chairman Tondee seconded the motion. There being no discussion, Deputy Clerk Marland-Stevens called the roll:

Commissioner Nelson: Aye
Commissioner Green: Excused
Chairman Tondee: Aye
The motion carried.

- E. Changes to the Agenda:** The Board acknowledged a request to pull items one (1), two (2) and twelve (12) from the agenda because they were not ready to be discussed. In addition, Chairman Tondee requested authorization to address termination of the Independent Contractor Agreement with Bell Tower Funeral Home and Crematorium, noting that the Board had just become aware of this time-sensitive issue.

Commissioner Nelson moved to pull items one (1), two (2) and twelve (12) from the agenda and to add discussion regarding possible termination of the Independent Contractor Agreement for Coroner's rotation between Bell Tower Funeral Home and Kootenai County (Coroner's Office). Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

- F. Old Business:** There was no old business discussed.

G. New Business:

~~1. Maintenance Agreement/H & H Business Systems/Solid Waste Pulled~~

~~2. Professional Services Agreement/T O Engineering/Solid Waste Pulled~~

3. Special Conditions/Victims of Crime Act (VOCA)/Idaho Council on Domestic Violence and Victim Assistance (ICDVVA)/Juvenile Probation

Juvenile Probation Director Debra Nadeau requested acceptance of the special conditions from the Department of Justice for Victims of Crime Act (VOCA) grant recipients. This is the grant that specifically funds services for juvenile crime victims in Kootenai County. Recipients of these grant funds are required to comply with all special conditions, as set aside by the Federal government. The grant award was accepted on May 29, 2013. The grant period is July 1, 2013 through June 30, 2014. The grant terms and the special conditions were reviewed by Grant Writer Jody Bieze and by the Auditor's Office.

Commissioner Nelson moved to approve the special conditions of the VOCA grant (for the Idaho Council on Domestic Violence and Victim Assistance grant funds) for Juvenile Probation. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

4. Maintenance Contract/Motorola/KCSO/9-1-1

9-1-1 Director Brad Coughenour presented the annual renewal contract between Kootenai County (9-1-1) and Motorola, with regard to maintenance of the 700 megahertz infrastructure system and the remaining legacy UHF and VHF systems. The contract shall be for the total amount of \$122,106.55. This amount is lower than in past years, due to the elimination of a software agreement, and because the consoles used at Central Communications are still under warranty. The warranties on this equipment shall expire July 2014, at which time an interim contract will activate to include these consoles. Inclusion of these consoles will result in an increase of up to \$200,000 on the (mid-year) FY2014 and the FY2015 budget.

Commissioner Nelson moved to approve the Maintenance Contract between Motorola and Kootenai County (9-1-1). Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

5. Contract/Electrical Repairs/Franssen Electric/Juvenile Detention/KCSO

Civil Deputy Prosecuting Attorney R. David Ferguson presented two (2) separate contracts with Franssen Electric, with regard to electrical repairs to be made at the Kootenai County Public Safety Building and Juvenile Detention Center. These contracts detailed the repairs required, in order to address specific items at both facilities. The Public Safety Building contract stipulated a 'not to exceed' total in the amount of \$20,000. The Juvenile Detention Center contract stipulated a 'not to exceed' total in the amount of \$12,754.70 (including permit fees). The bids submitted shall serve as the recognized scopes of work for these projects.

Commissioner Nelson moved to approve the two (2) contracts between Franssen Electric and Kootenai County (Juvenile Detention Center and Sheriff), for electrical repairs. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

6. Maintenance Agreement/Oce' IM2830/Apex Office Systems/District Court

Jamila Holmes spoke on behalf of the District Court, in order to request the approval of a Service Maintenance Agreement with Apex Office Systems for the main scanner/fax machine at District Court. This contract shall be billed quarterly at a cost of .017 per copy, and shall be in effect from October 1, 2013, through September 30, 2014.

Commissioner Nelson moved to approve the Maintenance Agreement between Kootenai County (District Court) and Apex Office Systems for the Oce' IM2830 fax machine. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

7. Contract/Computer Arts, Inc. (CAI)/County Assistance

County Assistance Manager Todd Rickard came before the Board to request renewal of the annual Maintenance and Support Agreement between Kootenai County (County Assistance) and Computer Arts, Inc. for the Indigent System software. Mr. Rickard provided the Board with copies of two (2) payment addendums to this contract. Addendum A (in the amount of \$4,360.96) shall be paid through the Information Services (IS) budget, in order to cover network and server needs. Addendum B will place County Assistance on an hourly support rate (versus a yearly contractual rate for unlimited services), and shall be paid through the County Assistance budget.

Commissioner Nelson moved to approve the contract between Computer Arts, Inc. and Kootenai County (County Assistance and Information Systems). Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

8. Contract/Collection Bureau Incorporated (CBI)/County Assistance

Mr. Rickard presented a new contract request between Kootenai County (County Assistance) and Collection Bureau Incorporated (CBI) for collection services, with regard to accounts which are in delinquent status with County Assistance. This contract includes a twenty-five percent (25%) commission rate for any account that has been turned over for purpose of collection. Commissions would only be due on amounts that are actually received by either CBI or County Assistance. This contract does not allow commissions on medical adjustments, or in situations where payments are made directly to a different source, such as Medicare. Further, the contract includes the right for County Assistance to recall cases prior to settlement.

Commissioner Nelson moved to approve the contract between Collection Bureau Incorporated and Kootenai County (County Assistance). Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

9. Professional Services Agreement/McNeil Group, LLC/LLM Leadership Group/Human Resources

Human Resources (HR) Director Skye Reynolds came before the Board to propose a Professional Services Agreement between Kootenai County HR and McNeil Group, LLC (dba LLM Leadership Group). The purpose of this contract was to ensure a complete transfer of knowledge between Ms. Reynolds and Human Resources consultant Wade Larson, who had previously served as the Kootenai County Interim HR Director. This agreement would provide access to continued training, as well as a resource for on-going projects and programs that were initiated by Mr. Larson during his time with Kootenai County.

Commissioner Nelson moved to approve the Professional Services Agreement between the McNeil Group, LLC (LLM Leadership Group) and Kootenai County (Human Resources). Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

10. Amendment/Professional Services Contract/Vollmer/Office of Emergency Management

Office of Emergency Management Manager Sandy Von Behren requested an extension (through February 28, 2014) of the Professional Services Contract between the Kootenai County Office of Emergency Management (OEM) and Kerren Vollmer, for consultation services on Response and Recovery Program Development. This extension would allow for the proposed Senior Officials Workshop and Damage Assessment Training, being presented by the OEM, to be conducted after elections, so as to provide the new officials with important information. This amendment would be a timeframe extension only, with no additional fees to be incurred.

Commissioner Nelson moved to approve the contract amendment for the Professional Services Contract between Kootenai County (Office of Emergency Management) and Kerren Vollmer. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

11. Grant Application/Wildland Urban Interface Fire Mitigation (WUI)/Federal Bureau of Land Management/Grant Management Office

Ms. Von Behren and Grant Writer Jody Bieze came before the Board to request approval to submit a grant application to the Idaho Department of Lands (IDL). IDL was recently informed of the availability of an additional \$65,000 in grant funds, which were being set aside for work in the field of Hazardous Fuel Treatment, and this application would request a portion of those funds. Chairman Tondee asked how the Federal Bureau of Land Management (BLM) was involved in this process. Ms. Bieze informed the Board that all funds for the grant come from the Federal government. Those funds are then distributed to the Idaho Department of Lands, for further distribution to the sub-grantees.

Commissioner Nelson moved to approve the Grant Management Office's request to submit a BLM grant application for Wildland Urban Interface Fire Mitigation work. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Marland-Stevens called the roll:

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

The motion carried.

12. ~~Resolution 2013-81/Surplus Vehicle/Solid Waste~~ Pulled

13. Independent Contractor Agreement/Coroner Rotation/Bell Tower Funeral Home

Chairman Todd Tondee stated that the Board was noticed, by letter, that Bell Tower Funeral Home (Bell Tower) had entered into a stipulation agreement with the State of Idaho, with respect to their licensing. Bell Tower Owner Rob Clark stated that there had been a miscommunication, and that the company was in the process of clearing up the discrepancy. He added that the documentation requesting reinstatement would be sent to the State of Idaho on October 2, 2013, and asked the Board to wait until October 15, 2013, before cancelling Bell Tower's Independent Contractor Agreement with the Coroner. That delay would allow for receipt of a Letter of Reinstatement from the State, thus resolving the issue. Chairman Tondee stated that, for the protection of the integrity of the contract, he preferred to initiate the thirty (30) day cancellation immediately. Chairman Tondee noted that Bell Tower would have opportunity to procure their license and provide notice during this time period, which would allow the Board to rescind the cancellation if the situation is resolved. Ms. Holmes reviewed the contract and agreed that this was the appropriate procedure.

Commissioner Nelson moved to approve and send a Termination Letter for the Independent Contractor Agreement (for the Coroner's rotation) between Bell Tower Funeral Home and Kootenai County (Coroner's Office), giving Bell Tower the required thirty (30) day notice. Chairman Tondee seconded. There being no further discussion, Deputy Clerk Patti Marland-Stevens called roll:

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

The motion carried.

H. Staff Reports: There were no staff reports.

I. Public Comment: There was no public comment.

The meeting was adjourned at 2:40 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

BY: _____
Nancy A Jones for Patti Marland-Stevens, Deputy Clerk