

**Minutes of Meeting  
Department Heads  
October 23, 2013  
4:00 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 Solid Waste Director Roger Saterfiel, Buildings and Grounds Operations Manager Shawn Riley, Juvenile Probation Director Debbie Nadeau, Juvenile Detention Director JT Taylor, Noxious Weeds Superintendent Linda Ely, Information Services Director James Martin, Reprographics Supervisor Dave Reid, Veterans' Services Officer Scott Thorsness, Office of Emergency Management Manager Sandy Von Behren, Administrative Supervisor II Jamie Woods, Adult Misdemeanor Probation Director Kevin Creighton, and Deputy Clerk Nancy Jones.

- A. **Call to Order:** Chairman Tondee called the meeting to order at 4:02 p.m.
- B. **Introductions:** No introductions were made.
- C. **Changes to the Agenda:** There were no changes made to the agenda.
- D. **Old Business:** There was no old business discussed.
- E. **New Business:**
  - 1. **Proposed Innovation Award Program**

Commissioner Nelson presented a handout that provided details for the proposed Innovation Award Program. The purpose of this program will be to motivate employees to develop innovative ideas that will increase productivity, retool a process, or find a new way of enhancing County services. Awards will be given for ideas that are proven to enhance revenues or result in departmental savings over a twelve (12) month period. Commissioner Nelson reviewed the program guidelines, including the parameters for award determination and the suggested processes for evaluating ideas. This program is still in the developmental stage; it has not yet been adopted by the Board and suggestions for implementation or improvement are being encouraged.
  - 2. **Contracts: Process and Procedures**

Commissioner Nelson stated that the contract processes and procedures have been evaluated and changed over the last year, in order to create better communication. Previously, all contracts (including project agreements, grants and Memorandums of Understanding) referred only to "the County", without designating a specific point of contact. This led to confusion for vendors who did not know the correct department or employee to contact with questions, concerns, or updates. Through the evaluation process, Chief Criminal Deputy Prosecutor Barry Black suggested a new contract format, which would include the vendor contact information and full point-of-contact information for the appropriate County contact, as well. This change was approved; however, it has not been applied to subsequent contracts. Commissioner Nelson showed examples of the proper format, and encouraged the attendees to review and implement these changes on all new and renewing contracts. Further, Commissioner Nelson shared that a blank contract addendum form is being created, and it will clearly delineate the required contact information for all named parties. Use of this form will conform to the format that was adopted, as well as serve to assist the Clerk's Division with their contract tracking system. Once created, the form will be available on the Auditor 'O' drive. Chairman Tondee recommended including the position title for the County contact, as well, in order

to address questions that may arise from staffing changes. In closing, Commissioner Nelson reminded the attendees that Legal has requested at least two (2) weeks for review prior to scheduling contracts for Board approval.

**3. Liaison Rotation**

Commissioner Nelson explained that the Board had recently redistributed their liaison assignments, so that each Commissioner will have the opportunity to work with different departments in the coming year. Commissioner Nelson explained that she had been the Board member to request this change, because she wanted to broaden her knowledge of the County, in order to make more informed decisions, and to encourage the same for the other Board members. Updated liaison assignment lists were distributed to the attendees. Chairman Tondee reminded the Department Heads that it is always their responsibility to verify that any recommended actions are at the direction of the Board, as a whole. Commissioner Nelson and Chairman Tondee explained the process that was used to redistribute the assignments. Juvenile Detention Director JT Taylor expressed concern with Juvenile Detention and Juvenile Probation being assigned to different Commissioners, due to the number of issues that affect both departments, and the need to coordinate those with both assigned Board members. The Board discussed these concerns with Mr. Taylor and let him know that this process is fluid, and that the Board would consider making adjustments in the future, if specific concerns were raised. The Board expressed enthusiasm for moving forward with these changes, which will allow for increased access to the Board by building new relationships and increase the Board's level of education regarding County affairs.

**F. Staff Reports:** Buildings and Grounds Operations Manager Shawn Riley shared that his department has prepared their snow equipment, and that they will be using the same de-icing agent as last year. He asked the attendees to please remind their departments of the importance of using proper footwear, as some areas will be hazardous, despite the efforts of his department. Further, Mr. Riley requested that anyone arriving early on snowy days please make sure they park in a place that will not inhibit the plowing process. With regard to the progress on the new campus building and the parking lot project, Mr. Riley stated that both Reprographics and Buildings and Grounds will be housed within the new building, and that the entire north parking area will be redesigned. This project will increase the total number of parking spaces from 108 to 129 parking stalls. Chairman Tondee noted that the final project has not been officially approved by the Board yet. In closing, Chairman Tondee (speaking as the Interim Community Development Director) informed the group that the Community Development Director position has been filled, with an anticipated start date in early November. An official announcement will be forthcoming once details are finalized, as this new employee is moving here from another state.

**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 4:26 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

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