

**Minutes of Meeting  
Elected Officials  
October 23, 2013  
9:00 a.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 Clerk Clifford Hayes, Assessor Mike McDowell, Prosecutor Barry McHugh, Treasurer Tom Malzahn, Sheriff Ben Wolfinger, Coroner Deb Wilkey, Chief Deputy Clerk Pat Raffee, Chief Deputy Assessor Richard Houser, Chief Deputy Treasurer Laurie Thomas, Finance Director David McDowell and Deputy Clerk Pamela Bogaert.

**A. Call to Order:** Chairman Tondee called the meeting to order at 9:03 a.m.

**B. Introductions:** There were no introductions made.

**C. Changes to the Agenda:** There were no changes made to the agenda.

**D. Old Business:**

Chairman Tondee noted that there has been no change in regard to the implementation of the BDPA, Inc. Salary Survey. Finance Director David McDowell reported that the wage adjustment figures would be presented to the Board, for dissemination to the Elected Officials, on November 4, 2013. Mr. McDowell further requested that the Elected Officials confirm the figures no later than November 17, 2013.

**E. New Business:**

Sheriff Ben Wolfinger handed out United Way information packets and asked if the Board, or any of the other Elected Officials, had any objection to the Sheriff informing County employees of the ability to make United Way contributions through payroll deductions. Clerk Clifford Hayes and Finance Director David McDowell advised that United Way payroll deductions had been available previously and could easily be made available again. The Board and the Elected Officials further agreed that there was no objection to Sheriff Wolfinger sending letters to employees to inform them about United Way and the availability of payroll deductions. Sheriff Wolfinger also informed the attendees that he would be available for presentations to the individual departments, upon request. Commissioner Green noted that it was the Sheriff promoting United Way, not Kootenai County or the Board. Treasurer Tom Malzahn agreed to supply Mr. Hayes with a list of federally recognized charities. Chief Deputy Clerk Pat Raffee asked that there be plenty of lead time for the payroll department to coordinate any requested deductions.

Assessor Mike McDowell asked that the Board clarify the procedure to be followed in regard to the Employee Recognition Program (Policy No. 370) and noted that there was some confusion among the committee members as to the procedure to be followed when an Elected Official or Department Head was nominated. Mr. McDowell stated that, historically, it was the general understanding of the committee that awards for Elected Officials and Department Heads were a separate recognition awarded by the Board. Chairman Tondee clarified that, previously, the Board agreed that nominations of Elected Officials and Department Heads would be forwarded to the Board for approval and be included in the Employee Recognition Program. Further, Chairman Tondee noted that Employee of the Month/Year may be awarded to anyone, including Elected Officials and/or Department Heads. Prosecutor Barry McHugh suggested that the policy may need to be re-written for clarification.

Commissioner Nelson noted that contracts that are brought before the Board should include names, titles and contact information for the participating department as well as the vendor. Further, Commissioner Nelson noted that there is a two week lead time for legal review and asked the group to ensure that old contracts are cancelled.

**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 9:41 a.m.

Respectfully submitted,  
CLIFFORD T. HAYES, CLERK

BY: \_\_\_\_\_  
Pamela B. Bogaert, Deputy Clerk