

**Minutes of Meeting  
Commissioners' Debriefing  
October 28, 2013  
2:00 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 Human Resources Director Skye Reynolds, Risk Management and Benefits Specialist Christina Anderson, Office of Emergency Management Manager Sandy Von Behren, Civil Deputy Prosecuting Attorney John Cafferty, and Deputy Clerk Nancy Jones.

**A. Call to Order:** Chairman Tondee called the meeting to order at 2:16 p.m.

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

**C. Changes to the Agenda:** Chairman Tondee noted that Human Resources had submitted a request to add an item to the agenda, in order to discuss employee voluntary life insurance. This item was time sensitive, because the end of the benefits year, and the scheduled benefits fair, were imminent. In addition, Commissioner Nelson noted that item number twelve (12), 2013 Budget to Actuals, would need to be removed from the agenda until additional information was available.

Commissioner Nelson moved to add an agenda item, in order to discuss the proposed voluntary life insurance program, and to remove item number twelve (12), 2013 Budget to Actuals. Commissioner Green seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

The motion carried.

**D. Old Business:** There was no old business discussed.

**E. New Business:**

Office of Emergency Management (OEM) Manager Sandy Von Behren came before the Board to request approval to accept an additional \$2,000 in funding from the Department of Homeland Security, which was available due to an overmatch on the grant. Ms. Von Behren reminded the Board that Emergency Management Performance Grants frequently have overmatch amounts at the end of the fiscal year, and that acceptance of these funds has been approved by the Board in previous years. These funds have no terms or conditions to be met prior to acceptance, and they will be added to the annual award.

Therefore, the grant award will be amended, and an updated grant award letter will be brought forth, for final approval at a forthcoming Business Meeting. Initial acceptance of the award was being requested as soon as possible by the Department of Homeland Security.

Commissioner Green moved to accept the additional \$2,000 from the Department of Homeland Security, with regard to the 2012 Emergency Management Performance Grant year-end funding procedures. Commissioner Nelson seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

The motion carried.

Ms. Von Behren left the meeting at 2:22 p.m.

Human Resources Director Skye Reynolds asked for Board direction on the proposed Employee Voluntary Life Insurance program. Ms. Reynolds explained that new information had come forward from the vendor, indicating that they would not be willing to create a contract with the County until at least twenty percent (20%) of employees indicated an interest in signing up for the program. As a result, Ms. Reynolds was not convinced that the vendor should be included in the Wellness Fair (scheduled for Thursday, October 31, 2013), as that might give employees the impression this was a guaranteed benefit. The attendees discussed the benefits and drawbacks of including the vendor (LifeMap) in the event. Further, the group discussed whether or not the benefit should be offered in the coming benefits year (beginning on November 1, 2013), since there were a significant number of items left to address prior to being able to sign a contract with the vendor. Ultimately, the Board directed Ms. Reynolds to let our LifeMap representatives know that Kootenai County will not be participating in the Voluntary Life Insurance program this year, but that a contract for next year would be considered. Ms. Reynolds agreed to distribute a memorandum to the employees, in order to inform them of this decision.

Civil Deputy Prosecuting Attorney John Cafferty came before the Board to discuss the Discovery Benefits contract for the Employee Cafeteria Plan. Mr. Cafferty explained that he was providing the Board with the legal opinion for this item in advance of the Business Meeting because it included a substantial amount of specialized information and program requirements, which he felt the Board should have prior to considering approval of the contract. Mr. Cafferty reviewed the terms and conditions, as well as certain inconsistencies that existed within the contract. Further, Mr. Cafferty noted that, in 2011, the Board had passed a Resolution that dealt with this program, and suggested that the Board review and reference that Resolution, should they decide to approve the contract with the new vendor (Discovery Benefits). The attendees discussed the advantages and disadvantages of changing vendors on this contract, and individually noted their concerns with regard to the proposed contract with the new vendor. Upon discussion, the Board determined that those concerns (e.g. lack of responsive communication and ambiguous contract terms and conditions) were significant enough that the contract should be kept with current vendor Magnuson McHugh for the coming benefits year. The Board questioned why these issues were not addressed in a timely manner by the County's benefits broker representative, and Risk Management and Benefits Specialist Christina Anderson agreed to follow up with this issue. The Board stated that the official decision would be formally addressed at the October 29, 2013, Business Meeting.

Mr. Cafferty and Ms. Anderson left the meeting at 2:56 p.m.

Commissioner Nelson presented a copy of Operational Policy 2005-01, which provides "guidelines for accepting bids on property excess to the County's needs". Commissioner Nelson stated that staff researched this item and discovered that this was the only Operational Policy ever officially adopted by the Board of County Commissioners. Due to this fact (and because the process has changed since adoption), it was Commissioner Nelson's recommendation that the Board should cancel the policy. Commissioner Green noted that the policy addressed sealed bid auctions only, and that a comprehensive policy should also address tax deed auction sales; however, he recommended continuing this item, in order to give staff the opportunity to do additional research and verify that no other Operational Policies were adopted.

Commissioner Nelson moved to repeal Operational Policy 2005-01, Excess Real Property. Chairman Tondee seconded the motion. There being no further discussion, Deputy Clerk Jones called the roll:

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

Chairman Tondee noted that the lease on the existing Buildings and Grounds facility is scheduled to expire on December 1, 2013. The property owner sent a new lease to the Board, for consideration; however, that lease stipulated a twenty-four (24) month term at \$3,800 per month (an increase from the current rate of \$2,500 per month). The Board discussed potential changes to the terms of the lease proposal, and agreed to present a counteroffer that will specify a twelve (12) month lease term, with renewal options and an exit clause. Chairman Tondee agreed to follow up on this item and report back to the Board when new information is available.

Chairman Tondee asked the Board to consider adopting a change to the Attorney Pay Band. This change would specify a midpoint on the current ranges. The Board discussed the factors that were used to calculate the stated midpoint amounts.

Commissioner Green moved to adopt a clarification of the Attorney Pay Band, to specify the Board directed midpoint and maximum of each range. Commissioner Nelson seconded the motion, noting that the date should be added to the document for future reference. There being no further discussion, Deputy Clerk Jones called the roll:

Commissioner Nelson: Aye

Commissioner Green: Aye

Chairman Tondee: Aye

The motion carried.

Ms. Reynolds left the meeting at 3:21 p.m.

The Board shared general updates, including the status of the new County seal that is being developed and a report from each Commissioner with regard to their progress on their Legislative Luncheon presentations. Commissioner Nelson also presented the Board with a draft organizational outline for the proposed Fleet Management Task Force. The Board discussed the role of this group, and parameters that should be considered when choosing committee members. The Board agreed to consider the outline and discuss this item again at a later date.

**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 3:45 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

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