

**Minutes of Meeting  
Commissioners' Debriefing  
November 6, 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 Prosecutor Barry McHugh, Chief Deputy Assessor Richard Houser, Chief Deputy Treasurer Laurie Thomas, Sheriff Ben Wolfinger, and Deputy Clerk Nancy Jones.

- A. Call to Order:** Chairman Tondee called the meeting to order at 2:08 p.m.
- B. Introductions:** There were no introductions made.
- C. Changes to the Agenda:** Commissioner Nelson asked if a discussion of the vacation buy-back policy could be added to the agenda, as well as an Executive Session, in order to discuss employee issues. Commissioner Nelson stated that both issues were time sensitive. Commissioner Green noted that item number one (1), Transit Director Job Description, could be removed from the agenda, as discussion was no longer necessary. Further, Commissioner Green asked that the scope of item number two (2), Catastrophic Health Care Program (CAT) Board Nomination Form, be expanded, so that the Board could also respond to a letter from the Idaho Association of Counties (IAC), with regard to the available positions on the District 1 Board.

Commissioner Green moved to delete item number one (1), Transit Director Job Description; to increase the scope of item number two (2), CAT Board Nomination Form, to include a discussion of the letter received from the IAC regarding other positions; and to add two (2) items to the agenda, one for discussion of the vacation buy-back policy and one to hold an Executive Session, pursuant to *Idaho Code* §67-2345(1)(b). 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.

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

- E. New Business:**

**2. CAT Board Nomination Form**

Chairman Tondee noted that nominations to the CAT Board of Directors are restricted to County Commissioners only; however, the open IAC District 1 Board positions are open to any Elected Official. The Board discussed the existing nominees for the CAT Board, and shared information regarding Board member responsibilities, terms, and the CAT Board history. Ultimately, the Commissioners agreed to not submit a new nomination at this time.

Chairman Tondee shared that the next District 1 Board meeting will be held in January 2014, and that new members are to be selected in November 2013. With the exception of the IAC District Representative position, all District 1 terms are now one (1) year. Chairman Tondee noted that the Chair, Vice-Chair, Secretary and Legislative Chair positions are available, and that any Elected Official is eligible to fill those posts.

#### **5. Elected Officials' Pay**

Commissioner Nelson acknowledged that funds are available for Elected Official salary increases, but that the issue required some discussion. Commissioner Green felt that the first step was to poll the Elected Officials, in order to determine the level of interest in pursuing salary increases for Fiscal Year (FY) 2014. Sheriff Ben Wolfinger pointed out that he is the only Elected Official whose rate of pay is less than his Chief Deputy, and he stated that he would be interested in pursuing a salary increase. The Board asked for input from the attendees regarding this issue. Chief Deputy Assessor Richard Houser stated that Assessor Michael McDowell would also like to request a salary increase. Chief Deputy Treasurer Laurie Thomas stated that she had not spoken to Treasurer Tom Malzahn about this issue, specifically, but noted that his opinion is likely the same as last year, when he requested an increase. Commissioner Nelson shared that she had spoken with Coroner Deb Wilkey about this subject, and that Ms. Wilkey desired an increase, as well. Prosecutor Barry McHugh was supportive of increases for the Elected Officials, but expressed that he would prefer input as to the amount of his increase, if approved (as he would likely want only a portion of the amount available). Chairman Tondee stated his disapproval of last year's process, and he described problems that have complicated the issue in past years. Mr. McHugh spoke to the difficulties in attempting to find comparative wages for the Elected Officials, due to wide variances throughout the state; however, he felt that the information available did appear to support a slight increase, overall, for the Elected Officials of Kootenai County. Chairman Tondee indicated that he would likely support the salary increases. Commissioner Nelson also expressed dissatisfaction with last year's process. Further, Commissioner Nelson stated that she would support salary increases this year; however, she felt that the two (2) officials (Assessor and Treasurer) who received an increase last year should not be eligible this year, as it may create salary inequities. The Board discussed the necessary calculations and options for disbursement, and they agreed that Finance Director David McDowell should be consulted prior to making a final determination. Commissioner Nelson agreed to follow up on this item.

#### **7. County Seal Update**

Commissioner Nelson shared that Reprographics gave their opinion on the proposed County seal, and that the final draft would be complete once their suggestions were incorporated. The Board discussed the timing and details regarding the unveiling of the new seal, which will likely be presented just before the State of the County Address in January 2014.

#### **4. Buildings and Grounds Building Update**

The Board discussed the pending expiration of the Buildings and Grounds lease. Possible terms and conditions were discussed, with preferred options to include a ten percent (10%) monthly increase, a twelve (12) month lease term, and provisions for early cancellation or extension. Chairman Tondee agreed to follow up with Legal on this item.

Chairman Tondee shared that he had spoken with Architects West regarding the timing of the Buildings and Grounds Building and parking lot projects. The anticipated schedule reflects an anticipated bid date in January or February 2014, with construction to begin in March or April 2014. These projects will be completed in multiple phases, with parking lot construction to begin in the summer (possibly in July). The Board went on to discuss potential uses for the space that Reprographics will vacate when the new building is complete. Chairman Tondee opined that a final determination for that space should be examined once ground breaking on the project has started. As a first step, the Board agreed that the topic should be presented to the Department Heads and the Elected Officials, to obtain their input.

**6. Fleet Management Task Force Organization Outline**

Commissioner Nelson presented an updated outline for the Fleet Management Task Force. The Board evaluated this information, and agreed that a meeting should be scheduled, in order to review the goals and parameters with the committee members. Chairman Tondee stated that he supports the formation of this group; however, he noted his opinion that the committee should only be used to present initial recommendations, with follow up research and study to be completed, as none of the committee members has fleet management experience.

**8. State of the County Address**

The Board discussed the timing and potential topics for the State of the County Address, which is scheduled for January 14, 2014. Commissioner Green suggested including a follow up of items that were introduced last year. Other possible topics included the jail, the Unified Land Use Code, the Purchase Card program, and employee compensation. Commissioner Nelson will be working on this topic and will report back to the Board with additional options.

**9. Hearing Examiner Discussion**

Commissioner Green shared that several applications were received for the Hearing Examiner position, including one application from an individual who previously held the position, but left when he moved away from the area. Commissioner Green asked the Board’s opinion on offering the position to that individual instead of holding interviews with each candidate, and the Board was supportive. Commissioner Green stated that he would discuss the matter with incoming Community Development Director David Callahan.

**Vacation Buy-Back Policy**

The Board discussed whether or not the vacation buy-back policy should be funded this year. Options for various levels of funding were deliberated, and the terms of the policy were reviewed and discussed.

Human Resources Director Skye Reynolds joined the meeting at 3:57 p.m.

The County Vacation Policy (Policy #311, Vacation) was reviewed and discussed. Chairman Tondee expressed support for funding a two (2) week buy-back, and the Commissioners deliberated the terms and budgetary implications of this recommendation. Long-term options for policy cancellation or amendment were discussed. After examination, the Board determined that the option should not be funded this year, as it was not included as a budget consideration. The Board asked Ms. Reynolds to review the County’s vacation and buy-back policies, so that options may be discussed prior to the FY2015 budget deliberations.

Commissioner Green made a motion to not fund the vacation buy-back policy this year. 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. Reynolds exited the meeting at 4:05 p.m.

Commissioner Green made a motion to enter Executive Session pursuant to *Idaho Code §67-2345(1)(b)*, to consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, or individual agent. 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.

The Board entered Executive Session at 4:06 p.m.

The Board exited Executive Session, and the meeting was adjourned by Chairman Tondee, at 4:45 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

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