

**Minutes of Meeting  
Department Heads  
November 22, 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, Parks and Waterways Director Nick Snyder, Human Resources Director Skye Reynolds, Information Services Director James Martin, Community Development Director David Callahan, Veterans' Services Officer Scott Thorsness, Office of Emergency Management Manager Sandy Von Behren, Administrative Supervisor II Jamie Woods, Adult Misdemeanor Probation Director Kevin Creighton, Grant Writer Jody Bieze, Administrative Assistant Julie Kamps, and Deputy Clerk Nancy Jones.

- A. Call to Order:** Commissioner Green called the meeting to order at 4:12 p.m.
- B. Introductions:** Chairman Tondee introduced Human Resources Director Skye Reynolds and Community Development Director David Callahan to the group, and asked each of the attendees to introduce themselves by stating their name and department (or position) at Kootenai County.
- C. Changes to the Agenda:** Commissioner Nelson recommended that three (3) items – a discussion of the Fair Labor Standards Act (FLSA), of the Idaho Counties Risk Management Program (ICRMP), and the Business Meeting Contract Process – be added to the agenda, because these items required action prior to the next regularly scheduled meeting.

Commissioner Nelson moved to add three (3) items to the agenda, in order to discuss items related to the Business Meeting contract process, FLSA, and ICRMP. 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:**

**Fair Labor Standards Act (FLSA) Managerial Practices**

Commissioner Nelson presented a memorandum and information packet from Clerk Clifford Hayes, detailing the FLSA federal guidelines and County procedures. Chairman Tondee explained to the group that exempt employees, per federal statute, are to be paid in full day increments regardless of the number of hours that are actually worked. Therefore, sick and vacation hours are to be deducted only in eight (8) hour increments for these employees. Ms. Reynolds noted that one (1) exemption does apply to this policy: In cases where an exempt employee has been approved for intermittent time off under the Federal and Medical Leave Act (FMLA), the County may deduct sick time in one (1) hour increments. Commissioner Nelson shared that, effective immediately, timesheets that do not conform to this policy will be rejected by payroll.

## **Idaho Counties Risk Management Program (ICRMP)**

Commissioner Nelson reminded the group that it is time for all employees to take part in training sessions related to the ICRMP Discount Program, and she reviewed the topics that will be addressed. Commissioner Nelson stated that Human Resources will be sending information out via email, with detailed instructions and time frames for completion. This program allows for the County to receive a significant discount (approximately \$30,000) on ICRMP insurance, while educating employees on a variety of topics related to workplace issues.

### **1. Emergency Operations Center (EOC) Recruitment**

Office of Emergency Management Manager Sandy Von Behren Emergency Management Manager Sandy VonBehren shared the history and purpose of the Emergency Operations Center (EOC), and advised the group that the Office of Emergency Management (OEM) is currently working to recruit and train volunteer emergency response personnel. Ms. Von Behren asked for those interested to contact her office for more information, and asked that each Department Head share this information with their employees. Ms. VonBehren briefly described the traditional and online training that would be provided and the time commitment that is required of volunteers. A full-scale OEM exercise is tentatively scheduled for April 2014.

### **2. Reprographics Department**

Commissioner Nelson passed out a copy of the Reprographics Department's floor plan and asked that the group consider possible uses for the space and submit their ideas to the Board. Commissioner Nelson noted that Reprographics will be vacating the space in mid-to-late summer, 2014.

### **3. Open Position Report**

Commissioner Nelson presented the Open Position Report, dated November 19, 2013, and noted that it was the most concise report to date. Commissioner Nelson asked that the group review the report and report any necessary revisions to Human Resources.

### **4. Business Meeting Requests**

Chairman Tondee advised the group that, effective immediately, all Business Meeting requests will be submitted to Administrative Secretary Teri Johnston, who will then submit the requests to the Legal department. This new process will allow for better follow-through and help ensure that all personnel receive the same documentation. In response to questions from the group, Chairman Tondee clarified that it is the responsibility of each Department Head to work with Legal to create a comprehensive document (marked "Final" and in pdf format), which will be submitted to Ms. Johnston, along with the Business Meeting Request Form. Further, Chairman Tondee explained that, at that point, Legal is allowed *up to* two (2) weeks for their final review, prior to having the item approved at the Business Meeting. Chairman Tondee promised to send an email, with instructions, to the Elected Officials and Department Heads. Finally, Chairman Tondee presented a copy of the new Contact Information Form for Contracts, and reminded everyone that any contract being submitted for consideration must have this completed form attached prior to approval.

- F. Staff Reports:** Chairman Tondee informed the group that Chief Deputy Prosecuting Attorney John Cafferty has accepted a new position and will be leaving County employment as of December 20, 2013.

Commissioner Nelson informed the attendees that the next Department Head meeting, which is scheduled for December 20, 2013, will be held as a lunch meeting at Seasons restaurant. In addition, Commissioner Nelson reminded everyone that \$50 merit awards are available for distribution to each employee, and she encouraged use of these awards (in the form of holiday gift cards to a local retailer of the Department Head's choosing).

Commissioner Green asked the Board to consider making an announcement regarding early closures during the approaching holiday season. Upon review of the previous year's policy, the Board determined that all non-essential facilities and departments would close at 3:00 p.m. on the Friday following Thanksgiving (November 29, 2013), Christmas Eve (December 24, 2013), and New Year's Eve (December 31, 2013). Chairman Tondee clarified that employees may use vacation or comp time, if they wish to receive pay for those hours. Alternatively, employees may choose to work an additional two (2) hours during the same week to make the time up, with Department Head or Elected Official approval. A memorandum to this effect will be distributed to all employees via email.

- 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 4:58 p.m.

Respectfully submitted,

CLIFFORD T. HAYES, CLERK

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