

**Minutes of Meeting
Department Heads
December 20, 2013
11:30 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 Solid Waste Director Roger Saterfiel, Buildings and Grounds Operations Manager Shawn Riley, Reprographics Supervisor David Reid, Juvenile Probation Director Debra Nadeau, Parks and Waterways Director Nick Snyder, FTA Administrator Christine Fueston, Human Resources Director Skye Reynolds, Community Development Director David Callahan, Veterans' Services Officer Scott Thorsness, Office of Emergency Management Manager Sandy Von Behren, Public Defender John Adams, Airport Director Greg Delavan, Adult Misdemeanor Probation Director Kevin Creighton, Grants Compliance Officer Jody Bieze, Administrative Assistant Julie Kamps, and Deputy Clerk Nancy Jones.

A. Call to Order: Chairman Tondee called the meeting to order at 11:50 a.m.

B. Introductions: There were no introductions.

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

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

E. New Business:

Unemployment Insurance

Human Resources (HR) Director Skye Reynolds shared that her department had recently completed a review and update of the unemployment insurance protest practices for the County. Per these revisions, claims for all departments under the Board of County Commissioners (BOCC) will be contested, effective immediately. Ms. Reynolds noted that in the event that a position is eliminated or other circumstances exist that would warrant an exception to this practice, a written statement must be drafted by the Legal Department. This statement would include the specifics of the situation, the reasons for variance from the standard practice, and the signatures of an HR representative and the employee. Ms. Reynolds explained that standardization of this practice among all BOCC departments will create consistency and decrease liability for the County. Chairman Tondee directed the attendees to begin implementing this practice uniformly and immediately.

Grant Process and Administration Fee

Grants Compliance Officer Jody Bieze informed the group that most grants include a stipulation that allows for a percentage of the grant amount to be taken as an administrative fee. Ms. Bieze asked the attendees to watch for (and to pursue) this option when applying for all grants. Further, Ms. Bieze asked the attendees to review the Grant Management Office Discussion Outline and to contact her with any questions, comments, or concerns regarding the role of the Grant Management Office. Chairman Tondee noted that all employees involved in the grant application and administration process will be invited to a meeting in January, in order to discuss grant coordination practices.

County Seal

Commissioner Nelson reviewed the progression of the County Seal contest, which was first announced in the spring of 2013. This contest was held with the intent of adopting an official County seal in conjunction with the 2014 sesquicentennial celebration. Commissioner Nelson presented the final seal that was chosen by the Board, and shared that it will be officially adopted at the Business Meeting that is scheduled on January 7, 2014. The Board indicated that, once adopted, each BOCC Department Head should make a concerted effort to update their seal on all correspondence and in the community. Reprographics Supervisor David Reid shared that his department is already equipped with digital copies of the seal (including line art, color, and black and white images), and that his staff is available to help integrate the new seal into projects once it is adopted. Commissioner Nelson added that Reprographics will also be working with those departments who have specialized logos (e.g. the Sheriff's Office and the Airport), in order to coordinate use of both the seal and the logo on their letterhead, business cards, and other projects.

- F. Staff Reports:** Each Department Head gave a brief description of the functions of their department and detailed their 2013 accomplishments and projects.

- 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 12:33 p.m.

Respectfully submitted,

PAT RAFFEE, CHIEF DEPUTY CLERK

BY: _____
Nancy A. Jones, Deputy Clerk